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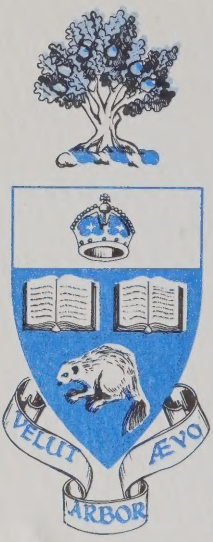

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New York State Library

Library School Bulletin 50

INDEXING

PRINCIPLES, RULES AND EXAMPLES

BY

MARTHA THORNE WHEELER

THIRD EDITION REVISED

	PAGE
Importance	5
Unalterable rules impossible	6
Plan	6
Codes	6
Index defined	7
Alphabetic vs classified indexes	7
Indexes to sets	8
Terms	8
Fulness and character	9
Headings	10
Modifications	15
Cross reference	20
Page references	22
Mechanical methods	24
Marking text	25
Writing slips	28
Verifying	30
Alphabeting slips	30
Arrangement of modifications	31
Arrangement of cross references	34
Editing	34
Forms of printing	36
Copying	38
Pasting	40
Final preparation for printer	40
Proof reading	42
Indexing periodicals	42
Rules for form of heading	48
Rules for author and title	53
Rules for alphabeting	56
Examples of indexes	60
Examples of type and style	62
Reading list on indexing	69
Index	71

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FOREWORD

For years the State Library has regularly indexed the New York legislative documents, the Governor's messages and papers, the annual volumes of New York session laws, the publications of the New York State Library and Museum, and those of the Education Department. That this work is by common consent so well done and that expert indexers trained in the Education Department are in such demand in other state departments, is due to the instruction in this subject given in the State Library School and based upon the following manual.

First printed in 1905, this little book seems to have become the accepted standard treatise in this country. At the moment it is the only adequate American handbook which now is or ever has been available. The steady requests from schools of librarianship, secretarial work, filing and correspondence, business colleges and, especially, from candidates for federal and state civil service examinations, make necessary this reprinting of the third edition.

New York State Library School

April 1923

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INDEXING

PRINCIPLES, RULES AND EXAMPLES

Importance. The importance of book indexes is so widely recognized and the want of them so frequently deplored that no argument in their favor seems necessary. There is, however, too little appreciation on the part of publishers and authors of the value and difficulty of good indexing. In a valuable paper on "Indexing" published in *Library Journal* 17:406, afterward separately reprinted but now out of print, J. B. Nichols says:

A book without an index is like a locked chest without the key; each may contain valuable treasures, but neither can be gotten into. The sense of insecurity and uncertainty which the student feels in the use of an index on which he can not rely is something very annoying. Nothing impairs the usefulness of a book like the lack of a proper index; and nothing enhances its value so much as being provided with one.

There are few if any branches of clerical work that require higher intellectual faculties for their satisfactory and successful performance than general indexing. To index a branch of knowledge satisfactorily requires a considerable knowledge of it, of its classifications, of its symptoms, of its species and genera. General qualities required are good taste, good judgment, and a habit of conciseness and of liberal and comprehensive thought. Above all, what may be called the "index sense" is required — that is, the ability to feel instinctively, at the first glance, what and how subjects should be indexed in all their ramifications; the sense that is in touch with searchers, and appreciates just how subjects will be looked for and how to arrange so that they can most readily be found. Experience is the only school in which these qualifications can be gained.

It is remarkable, in view of the manifest usefulness of good indexes, how many books there are unprovided with them; and how many more are provided with indexes of an inferior kind

which are inaccurate, insufficient and unreliable. The trouble is not that the importance of reliable indexes is not generally appreciated, but that the work of indexing is left to inexperienced and unscientific hands. It is not generally recognized that a really good index can not be made except by persons with special skill and special experience; that indexing is an art in itself, and it is unreasonable to expect satisfactory results from untrained hands. Not even authors are qualified to index their own work, unless they happen to possess familiarity with the principles and practice of indexing. None but the author, it is true, has such an intimate knowledge of the subject — and such knowledge is essential in indexing; but if he lack those special qualifications which are requisite in work of this kind, he can not be depended on to make a good index.

A book now on the market and in its ninth edition contains in the index the item "Hell on earth"; on the page referred to is an account of persons kept in a constant state of anxiety and terror, the expression quoted being used to indicate in a forcible way the mental condition. Among other curiosities in the same index are the following items: "Maxim," "Quotations at beginning of chapters," "something to avoid." More absurdly useless entries it would be difficult to make; articles and prepositions and conjunctions might as well be indexed; and yet similar instances of faulty indexing could be multiplied indefinitely.

Unalterable rules impossible. It is not possible to devise rules which will secure satisfactory treatment in all cases, but a few general principles may be stated which will aid the indexer able to apply them with good judgment to specific problems. The indexing problem changes with each new book undertaken. To meet the needs of different classes of seekers and to suit various types of books, rules entirely satisfactory in one case must be varied in the next and perhaps ignored or even reversed for a third. Yet while the indexer who follows the same rules under all circumstances must inevitably do some inferior work, an index compiled without a basis of well-formulated rules is almost worse than none.

Importance of plan. In each case a well-considered and well-defined plan must be determined on in advance and followed throughout. This is necessary to secure completeness and consistency, to avoid misleading searchers, and to keep the size of the index within proper limits. The length of an index depends on the minuteness and detail to which the subjects are indexed, and on the fulness of the entries. It is necessary in advance to fix a degree of minuteness and detail to which the work shall be carried, and to settle the style of the entries. Nichols

Codes. Many indexing rules are practically identical with those used in preparing library catalogs, and forms of statement in

the following pages as well as illustrative examples have in many cases been taken from C. A. Cutter's *Rules for a Dictionary Catalogue* and Melvil Dewey's *Library School Rules* and *Simplified Library School Rules,* with modifications in accordance with the later *A. L. A. Catalog Rules.* In these manuals many more rules may be found with illustrations, which would aid in compiling indexes to bibliographies, genealogies and other works comprising many names, though often inapplicable to general subject indexing. Statements and illustrations are also borrowed from Mr Nichols's paper already quoted.

Index defined. An index, as defined in the *Century Dictionary,* is "a detailed alphabetic (or rarely, classified) list or table of topics, names of persons, places etc. treated or mentioned in a book or series of books, pointing out their exact positions in the volume." The word is derived from the Latin *indicare,* to point out, to show. Nichols gives the following definition: "An index is a table or list of references, arranged usually in alphabetical order, to subjects, names and the like, occurring in a book or other matter." W. I. Fletcher, who has had long experience as editor in chief of *Poole's Index to Periodical Literature,* in a paper on "Indexing" prepared for the World's Library Congress at the Columbia Exposition, after drawing a distinction between catalogs, bibliographies and indexes, says: "An index is an arrangement (generally alphabetic but sometimes classified) of the analyzed contents of one book, or of the books in a certain class, and is intended to show in what books and in what places in those books information is to be found on certain subjects."

The term "index" has, in recent years, been used in commercial circles to include any list of names, topics or other material arranged in logical order. To the business man a "card index" may be either a real index to material in correspondence or information files or a card catalog or even a file of data arranged in alphabetical or other logical order. This confusion of terms leads to frequent misunderstanding when the library is used by business men. The confusion is perpetuated and increased by the misleading and indefinite terminology used by most dealers in office supplies and equipment, by filing clerks and commercial "indexers."

Alphabetic vs classified indexes. All these authorities imply that the classified index is exceptional. In ordinary book indexes it is generally conceded to be inconvenient and few will question the dictum of the veteran indexer, H. B. Wheatley [*What is an Index?* page 56] that "an index should be one and indivisible, and not

broken up in several alphabets." Curious exceptions may be found, which serve to emphasize the value of this rule. Hutchins's *Dorset,* brought out in a new edition in 1874, has eight separate indexes, that is, (1) Places; (2) Pedigrees; (3) Persons; (4) Arms; (5) Blazons; (6) Glossorial; (7) Domesday; (8) Inquisitions. A work in six quarto volumes, entitled *Canada: an Encyclopaedia of the Country,* is provided with a slender index volume divided into no less than twenty-three sections, eleven of which are arranged alphabetically, the remaining twelve being contents grouped under class headings and arranged in order of occurrence.

Indexes to sets. A work in several volumes should have an index to the whole in one alphabet at the end of the final volume. It is convenient to have the volumes also separately indexed, if that can be afforded and will not unduly increase their size. Nichols purposes as the ideal that each volume be provided with the complete index to the set, but this plan will hardly find favor with publishers or with librarians to whom strict economy in shelf space is a necessity.

DEFINITIONS OF TERMS

Subject. The *subject* is any event, place, person, fact, relation, topic, idea, or whatever is an object of thought and may become an object of search.

Entry. The *entry* is the word, phrase or combination of phrases expressing the subject or idea, together with any necessary modification and the page reference indicating where it may be found in the text. The following example is taken from the very full index to Eggleston's *Beginners of a Nation:*

Sabbath-keeping, early Puritan ideal of, 127

Heading. The *heading* is the word or words chosen to express the subject or idea, and stands at the beginning of the entry, determining its alphabetic position. In the above entry, the heading "Sabbath-keeping" represents the subject.

Modification. A *modification* is a word or phrase following the heading to indicate the character of the information given in the passage referred to, or otherwise to limit its meaning. In the entry above, "early Puritan ideal of" is the modification.

Subhead. A *subhead,* or secondary heading, is a modification which is itself repeatedly modified, and therefore becomes the head of a separate group of submodifications under the main heading [see example on page 34 under heading "Boundaries," where "Connecticut" is a subhead]. The subhead does not differ in form

or character from the simple modification, and requires different treatment only because it has attracted to itself several differentiated references, and must be separately indented in printing to make the meaning clear.

Cross reference. A *cross reference* refers: (1) from a possible heading under which no page references are given to the chosen heading where they may be found ("see" reference); or, (2) connects headings which represent allied subjects or which contain related entries ("see also" reference):

Electric telegraph, *see* Telegraph
Limestone, *see also* Magnesian limestone

Numerous entries, subheads and cross references may be grouped under one heading. To "index under a certain word" means that that word is put first in the entry and becomes the heading.

FULNESS AND CHARACTER OF INDEXING

Minuteness of indexing must vary according to the character and uses of the book at hand. Generally speaking, the fuller an index is, without entering into valueless minutiae, the greater is its usefulness; a book half indexed would perhaps better have no index at all, since it is as likely to mislead as to assist. But books frequently contain illustrative or explanatory matter or digressions of various kinds which, though useful in their connection, a reader would not anticipate from his knowledge of the subject, nor expect to find analyzed in the index; hence their inclusion under distinct headings is a waste of space. Too often limitation of space or the question of expense confronts the indexer, when a close estimate of the number of pages and the number of headings to a page must be made, and fulness in indexing regulated accordingly.

Indexer's first duty. The indexer's first duty, then, is to acquire a clear idea of the character, scope and general plan of the work to be indexed. If possible he should read it through. If indexing from proof received in sections, he must judge as best he can from the material at hand and from such information as he can secure from author or publisher. In all cases of doubt it is better to err on the side of too great fulness in the earlier stages of the work, since it is easier to cut out superfluities in revising than to pick up statements dimly remembered which prove important as the work develops.

Kinds of indexes. A book may require: (1) a general index of quite obvious subjects, as John Fiske's histories, G. W. Curtis's

Orations and Addresses, Bryce's *American Commonwealth,* Darwin's *Descent of Man;* or, (2) an index of ideas, more or less difficult to reduce to alphabetic key words, as Emerson's *Essays* or Holmes's *Autocrat;* or, (3) a name index, as for botanies, atlases, genealogies etc.; or, (4) a word and phrase index, as Bartlett's *Familiar Quotations.* In the last case it is necessary to bring out such *words* as may have remained in the searcher's memory, through which he hopes to make whole a maimed and halting quotation. The following examples illustrate the difference between the indexing of words and the indexing of subjects:

> And what is so rare as a day in June?
> Then, if ever, come perfect days;
> Then Heaven tries earth, if it be in tune,
> And over it softly her warm ear lays.

Here "June" is the very obvious subject, but entries are made in *Bartlett* under all the words underlined above. A second example:

> What's gone and what's past help
> Should be past grief.

Here the underlined words chosen for entry are all that would be sought by a person striving to recall a half-forgotten quotation, but none of them represents the subject of the lines, that is, the uselessness of *regret* or *repining.*

CHOICE OF HEADINGS

Consider the character of the book to be indexed; what class of persons will generally consult it: high school pupils, scientific men, literary students, business men, trained bibliographers, inexperienced general readers? On what lines will they seek information? With these points in view, choose between technical and common, scientific and unscientific terms, and decide whether any system of cross reference between them, or possibly of doubly entry, is necessary. In a word, determine what is wanted and devise means of getting at it. A subject heading should be selected with great care since it is the alphabetic key to the matter in indexes, and the only guide to the modifications grouped under it. The indexer must put himself in the reader's place in choosing it. "Select such headings as are most likely to be *first* looked for by the searcher for such information as they contain." [Fletcher] Use the word in the text if it fulfills this requirement; if not, supply the preferred word, keeping in mind the following principles:

1 **Obvious key word.** Choose the obvious word, even if in doing so the more exact one is sacrificed. "The cataloger and the

index compiler too often arrange their entries under those headings which they consider readers and searchers *ought* to consult." [Clarke. *Practical Indexing,* page 137] Not infrequently the text words, even when they express the idea with the greatest precision, are the last that would occur to the seeker, who has not the page before him to suggest them. The index maker must consult the popular vocabulary far oftener than the dictionary in selecting key words.

It may sometimes be important to use the exact terms of the text, for example, in technical books or in works of writers of marked individuality in the use of language, whose peculiar expressions impress themselves on their readers; but in these cases such words *are,* from a certain point of view, the obvious words, and the apparent exception proves the rule. Emerson's oft quoted phrase "hitch his wagon to a star" furnishes an illustration. The passage reads:

> I admire still more than the sawmill the skill which, on the seashore, makes the tides drive the wheels and grind corn, and which engages the assistance of the moon, like a hired hand, to grind, and wind, and pump, and saw, and split stone, and roll iron. Now that is the wisdom of a man in every instance of his labor, to hitch his wagon to a star and see his chore done by the gods themselves. That is the way we are strong, by borrowing the might of the universe.

Here the main idea, which runs through several pages, is that of man's utilization of the power of the universe, both physical and spiritual. It might be expressed in the index by several key words, none of which would be so likely to occur to the searcher who had previously read the passage or heard the phrase quoted, as the words "wagon" and "star," which represent it in the full index to the Riverside edition of Emerson's works; yet no one, hearing the phrase alone, fancies it to be about either wagons or stars. The quotation is often used to emphasize a different thought, that of the importance of high aims, an idea developed, though less definitely, later in the essay.

2 **Prefer common terms.** Do not use learned or cumbrous words where simple and common ones will do as well.

3 **Avoid unimportant words.** Do not enter under the unimportant and chance words in a phrase; never use as key words prepositions, conjunctions, articles or equally obscure words. The inexperienced indexer often makes the blunder of appropriating as it stands a good descriptive phrase, which sets forth the subject adequately but furnishes no usable alphabetic key, or which must

be rearranged to bring the significant word to the first place; for example,

Desperate leap of a bird catcher
Growth of knowledge unconscious
Differences in quality of humor in men and women

4 **Adjective headings.** A heading should be a noun or a substantive phrase. Adjectives may, however, lead in a phrase and thus determine the alphabetic place, where they form part of a name or well-known term and would be naturally sought by the user of the index; for example, Alimentary canal, Carbolic acid, Domestic economy, Hereditary genius, Perpetual motion. An adjective alone does not constitute a complete heading.

5 **Specific headings.** Choose the specific term; for example, "Golf" instead of "Games" if the discussion is confined to golf.

6 **Subject of book.** Avoid indexing under the main subject of the book, *unless it is the only word or group of words for which the searcher would look;* for example, in a book on punctuation make headings "Comma," "Colon" etc., placing under the heading "Punctuation" such modifications as "different systems," "general rules," "modern practice," etc. The annual report of the Director of the New York State Library rarely contains index entries under "State Library" or "Library"; since the entire volume relates directly to a single subject the main heading is understood throughout; if expressed, it must precede nearly every entry, and would be ignored by the seeker, who would transfer his attention to the alphabeting of the words following.

Perspective should always be kept in mind in determining plan. Each idea must be treated with reference to accompanying matter. In a work solely on New York, the index might not contain the heading "New York," all matters treated being indexed under their individual terms; while in a work treating only in part of that state, subjects relating to it would be better indexed under the heading "New York." In a geographic work, places would have preference and special attention in indexing; in *general* scientific works, the subjects discussed would furnish the important headings and place entry would be of secondary interest. "Geology in New York" in the former would be indexed under "New York"; in the latter, under "Geology." But entry under both might sometimes be necessary.

Sir Walter Scott's biography of Swift quotes the Dean's pathetic prophecy in the presence of a dying elm: "I shall be like that tree, I shall die at the top." This idea would in Swift's biography

be indexed as "Death, his premonition of"; in a volume of miscellaneous essays, under "Swift, Dean, premonition of death"; in Bartlett's *Familiar Quotations* it appears under the key words "Tree," "Die" and "Top." In a collection of quotations, indexed under authors, it should be brought out under both Swift and Scott.

7 **Separate linked subjects.** In simple subject indexing do not link two subjects in one heading, even when they form a title; for example,

New York, clay industry in
New Jersey, clay industry in
not New York and New Jersey, clay industry in
New Jersey and New York, clay industry in

8 **Significant word.** If the heading is a phrase, enter under first word unless a later word is more significant; for example,

a Actions at law; Conduct of life; District of Columbia; Freedom of the press; Trial by combat
b Ghent, treaty of; Agriculture, department of

9 **Words necessarily separated.** When words closely connected in the text must be separated in the index in order to bring the heading first, avoid a greater separation than is necessary; for example,

France, southern, industrial conditions
Grant, Gen. U. S., battles
not France, industrial conditions in southern
Grant, battles of Gen. U. S.

10 **Brief and compact forms; punctuation.** So far as possible confine the heading to a word or brief phrase not requiring punctuation other than a comma for simple inversion, so that it may be taken in at a glance. When a heading must be used in inverted form and there is danger of confusion with the first modification, set it off by a colon; for example,

Game, protection: county wardens, 199; licenses, 202; preserves, 203; state wardens, 204

11 **Quoted statements.** Index quoted statements under the real author's name, adding (quoted).

12 **Number of headings to subject.** Use as many headings as are necessary to present the subject in all its phases. Every heading should be included for which a reader might reasonably look, either with citations or by cross reference. Two subjects of equal importance may be treated in one article, or a single subject may be sought from more than one point of view. A paper on the

socialistic movement in Massachusetts should be readily found by a seeker interested in socialism or by a student of conditions in Massachusetts. Architecture in Washington may be sought by those interested in the city or in architecture.

But questions of perspective enter into decisions as to double entry. In indexing matter in an American newspaper about, for example, a treaty between Chile and Argentina, it is obvious that the two countries are entitled to equal recognition; but an article on relations between the United States and Chile needs only entry under "Chile." The American newspapers looks out on the world always from the American standpoint; to index relations with Chile under "United States" is much as if a woman should index her social engagements under her own name. In general, the more vague the subject, the larger the number of headings necessary to index it. Keep two considerations in mind; the importance of sufficient fulness to enable the searcher to find what he wants without unnecessary effort, and the folly of increasing the size and expense of the work by useless entries. Ordinarily one or two well-chosen key words will be enough, and it is unworkmanlike to inflate the index till it rivals the text in bulk. The index to St George Mivart's book *On the Origin of Human Reason* is a notable example of absurd repetition and unwise choice of key words. The author refers [page 136] to some articulate utterances of a certain parrot which sounded remarkably like replies to questions. This is indexed under fifteen headings, as follows:

> Absurd tale about a Cockatoo, 136
> Anecdote, absurd one, about a Cockatoo, 136
> Bathos and a Cockatoo, 136
> Cockatoo, absurd tale concerning one, 136
> Discourse held with a Cockatoo, 136
> Incredibly absurd tale of a Cockatoo, 136
> Invalid Cockatoo, absurd tale about, 136
> Mr R——, and tale about a Cockatoo, 136
> Preposterous tale about a Cockatoo, 136
> Questions answered by a Cockatoo, 136
> R——, Mr, and tale about a Cockatoo, 136
> Rational Cockatoo as asserted, 136
> Tale about a rational Cockatoo, as asserted, 136
> Very absurd tale about a Cockatoo, 136
> Wonderfully foolish tale about a Cockatoo, 136

13 **Cross reference vs scattered material.** Be careful not to scatter material under several practically identical headings, where one heading with cross references from others will serve; for

example, matter about "taxes," "imposts," "duties" and "excise" can usually be grouped under "Taxes" with reference from the others. On the other hand, avoid using too comprehensive headings, which will draw unwieldly masses of modifications better distributed among more specific headings and connected by "see also" cross references if necessary.

In a very full index "suspended animation" might be indexed under headings, with cross references, as follows, the full entries being supposed to be made under the heading "Suspended animation":

Animation, suspended, *see* Suspended animation.
Biology, *see also* Suspended animation.
Dormant vitality, *see* Suspended animation.
Hibernation, *see also* Suspended animation.
Life, *see also* Suspended animation.
Suspended animation.
Vitality, *see also* Suspended animation.

MODIFICATIONS

In word or name indexes the heading is usually followed directly by the page reference, but in subject indexes modifying phrases are frequently added to differentiate the passages cited [see Definitions of terms, page 8].

Value. These modifications are sometimes so inseparably connected with the heading as to seem a part of it, but quite as often they are evidently added to define exactly what the text includes. They may be of little consequence in brief and simple indexes, but an elaborate index, where large numbers of references are grouped under important headings, is exasperatingly incomplete without them, often forcing the searcher to consult many pages for material to which he might have been sent directly by an added word or phrase. H. B. Wheatley in his entertaining and suggestive *What is an Index?* published for the English Index Society in 1878, says [pages 45–46]:

The indexer must aim at conciseness, but he should always specify the cause of reference, more especially in the case of proper names. Few things are more annoying than to find a block list of references after a name, so that the consulter has to search through many pages before he can find what he seeks. Mr Markland draws particular attention to this point in a communication to the *Notes and Queries* (2d series, volume 7, page 469) on the subject of Indexes. He complains bitterly of the indexes to the collected edition of Walpole's *Letters* and to Scott's *Swift*. In the latter book there are 638 references to Harley, Earl of Oxford, without any indication of the reason why his name is entered in the index.

This case also affords a good instance of careless indexing in another particular, for these references are separated under different headings, instead of being gathered under one, as follows:

Harley (Robert) 227 references
Oxford (Lord) 111 references
Treasurer, Lord Oxford 300 references

Mr Markland takes the opportunity of pointing out that good specimens of the right way to set out the references to an individual are to be found in Nichols's *Literary Anecdotes;* Hallam's *Constitutional History;* and Campbell's *Lives of the Lord Chancellors.* Probably the most colossal instance of the fault above alluded to is to be found in Ayscough's elaborate index to the *Gentleman's Magazine,* where all the references under one surname are placed together without even the distinction of the Christian name. Mr Solly made a curious calculation as to the time that would be employed in looking up these references. For instance, under the name Smith, there are 2411 entries all "enmasse," and with no initial letters. If there were these divisions, one would find "Zachary Smith" in a few minutes, but now one must look to each reference to find what is wanted. With taking down the volumes, and hunting through long lists of names, Mr Solly found that each reference cost him two minutes of time, a by no means extravagant estimate; hence it would take the consulter eight days (working steadily ten hours a day) to find out if there be any note about Zachary Smith in the *Magazine,* a task so awful to think of that it may be presumed that no one will ever attempt it.

Uniformity. Modifications need not be used uniformly throughout an index. Some subjects occur too infrequently to require them; for example, in an index to laws a single reference to "chloral" needs no modification, but 100 references to laws affecting "cities" need to be carefully differentiated to facilitate the reader's search for a particular law. Their use must be determined by the nature of the subject matter, and therefore of the headings, the probable number and character of references to the subject and the most important use of the index. When they are to be inserted very generally, add them uniformly to all headings when the entries are first made, since it is easier to cut out those not desired than to add after all the entries under one heading are brought together. To save space in very long indexes, modifications may sometimes be dropped from all headings having only a few references without seriously impairing their value. Very general or indefinite headings need modifications even when entries are few, and sometimes one is necessary to explain the presence of the heading.

If a modification proves to be too general or of too little importance, drop it and put the page reference immediately after the heading, as illustrated by the first entry in the following example:

Trinity church, 232; charter, 120; pews, 243; rectors, 252, 360; sexton, 365

Clear but concise. Make the modification clear, but brief and compact as possible, omitting every word not necessary to perfect clearness. The idea of each modification should be distinct from that of all others under the heading, so that the searcher may receive a definite impression of the character of the text referred to. This may often be secured with but a word or two. It is not necessary that sentences be complete, and much space may be saved by cutting out superflous words; for example, "Pacific ocean, discovery," "Volcanic explosions, cause," "Patent, royal; validity," are as clear and significant in the index as "Pacific ocean, discovery of the"; "Patent, the royal; question concerning the validity of." In this work, however, the indexer must be alert to possible alterations in sense through ill-judged cancellations. A work now widely used narrowly escaped going before the public with the somewhat surprising heading "Washington in Jerseys," in consequence of the too zealous economy of a reviser who had stricken out a saving "the" before Jerseys.

Inversions under heading. Avoid needless and confusing inversions under heading. The subject word is generally brought to the head by inversion, but except in long and elaborate indexes, where a scheme of classification of material under heading must be followed, it is better to leave modifications as nearly as may be in the natural order; for example,

Nicaragua canal, provisions affecting in treaty with England
not Nicaragua canal, England, treaty with, provisions in, affecting

Names of persons. Catalogers and bibliographers, trained to invert author's names to secure alphabetic arrangement by surnames, sometimes carry the habit so far as to invert them under title in ordinary book and periodical indexing. The effect is extremely awkward and inconvenient. Enter

Wetmore, W. H. Study of forestry in the United States
and Forestry in the United States, Study of; by W. H. Wetmore
not Forestry in the United States, Study of; by Wetmore, W. H.

Do not try to condense all the text information in the modification; even if possible, the reader naturally expects to find more in the text, and is misled.

Some indexers seem to be of opinion that proper names are the most important items in an index, and while carefully including all these, they omit facts and opinions of much greater importance. As a rule it is objectionable when the consulter finds no additional information in the book to what is already given in the index; for instance, should the observation be made respecting a certain state of mind that "the Duke of Wellington probably felt the same at the battle of Waterloo," it will be well for the indexer to pass the remark by unnoticed, as should he make the following entries, the consulter is not likely to be in a very genial mood when he looks up the references:

Waterloo, the Duke of Wellington's supposed feelings at the battle of
Wellington (Duke of), his supposed feelings at Waterloo

The hackneyed quotation of

Best, Mr Justice, his great mind,

can not be omitted here, although I am unable to give any satisfactory account of its origin. It forms an excellent example of the useless references to which we have just referred, and contains as well a ludicrous misapprehension of the passage indexed, which is said to have been: "Mr Justice Best said that he had a great mind to commit the man for trial." There can be no doubt that the entry, whether it ever occurred in an index or not, was intended as a personal fling against Sir William Draper Best, puisne judge of the Kings Bench from 1819 to 1824, and lord chief justice of the Common Pleas from 1824 to 1829.

Wheatley, *What is an Index?* p. 44–45

Allusions and unimportant statements. In case of unimportant allusions to persons, such phrases as "referred to," "alluded to," "cited" and "quoted" are convenient and quite sufficient.

Index entry a pointer. The indexer should bear in mind always that the index entry is only a "pointer" showing where certain information is to be found. If in a word the gist of the information can be indicated, sometimes saving the consulter the trouble of turning to the text, it may well be given, but there should be no attempt to make the index entry a digest. Nor must modifications be so comprehensive as to lack the necessary precision. Though the entry is but a pointer, it must point definitely to the specific object and not simply wave a gracious hand over a vast territory. "Buddhism" is too general if the indexer intends to cite the work of Buddhist missionaries in New York City; "France, education in" does not necessarily suggest the question of parochial vs state schools in France.

Care in condensing entries. Be careful that the modification is not condensed in such a way as to become a false or misleading statement, expressing more than, or the opposite of, the text. A

passage in a history of colonial New York, stating that nonobservance of the Sabbath was forbidden under certain penalties by Peter Stuyvesant, is better indexed under "Sabbath observance under Governor Stuyvesant" than in the text words "Sabbath, nonobservance under Governor Stuyvesant," because the latter form implies injustice to the doughty Dutchman's rule. It is clearly misleading to index a paper on the question of school instruction as to the effects of alcoholic drinks under "Alcohol, use taught in schools."

Tact and humor in indexer. There is room also for the exercise of tact as well as truthfulness on the part of the indexer. Why enter under "Trenton, gambling in," when attention is to be called to Trenton's crusade against gambling? A saving sense of humor would prevent such an entry as "Oaths concerning debtors" to represent a law permitting the deduction of debts from the evaluation of taxable property when properly certified under oath.

Repetition of heading. Avoid repeating the heading in the modification; a change in wording or the insertion of a comma will often serve to express it. But prefer repetition of heading to awkward phraseology or confusion of meaning; for example,

Books, character in, 122; of facts, 279; moral power, 159; professor of, needed, 166

Voice, English, 110; the sweetest music, 251, 340; index of a state of mind, 418; a hoarse voice a kind of warning, 422

In the last entry the idea might not be instantly grasped without the repetition.

Analysis under heading. When all or most of the matter relating to a single subject is given consecutively and is not very extended it is not generally worth while to give an analysis under the main subject heading; let a single blanket entry cover the mass. If there are scattered references elsewhere differentiate these references so that the searcher may know where to find a specific phase of the subject not treated in the main section. If likely to be sought, bring out also as headings in their own alphabetic places, specific points mentioned in the main section; for example,

Title entry, treatment, 13–18
Title entry, treatment; anonymous books, 25
Biographic titles, 14
Novels, title entry, 13
Anonymous books, title entry, 25

Sometimes it is impossible to determine at the outset whether analysis, is desirable. This difficulty usually arises when the indexer

must begin his work before all the text is in hand. In such cases choose the "blanket" or "omnibus" entry, noting in the margin of the text the alternative. If before "verifying" [see page 30] the same or other specific modifications have been needed for the subject, the change can be made at that point. If not, and all the text has not yet been read, transfer the note, abbreviated, to the bottom of the slip, so that the question will not be overlooked in editing and can then be settled definitely.

Scattered references. If the treatment of the subject is scattered through many pages and constantly interrupted by matter not relevant to it, of course, thorough analysis and differentiation of references will be necessary.

Heading identical with modification. When a heading is also a modification of another heading, do not duplicate entries if they are identical, but refer from the modification to the heading; for example, Cities, taxes, *see* Taxes, cities. The relative importance of the headings must decide which way the reference should be made. But if the page references under the modification are only a part of those under the same word or words as a heading, repeat the entries rather than refer to a mass of material most of which is irrelevant; for example,

Cities, courts, 182, 260
Courts, 71, 123, 182, 209, 253, 260, 297

Modifications in "entry a line" index. If the index is to be in entry a line form [see page 37] make the modification very brief and place the most important word first, inverting more freely to this end than in the paragraphed form, since it will head the line, catch the eye first and determine the alphabetic position of the modification. With these limitations the modifications must often be less specific than in the more common paragraphed index.

CROSS REFERENCE

Cross references are of two kinds, commonly spoken of as "see" references and "see also" references [see Definitions of terms, page 8].

Make a "see" reference to guide the reader:

1 From a subject heading under which he might reasonably expect to find material to the heading or headings chosen for that subject; for example,

Excise, *see* Taxes
Death rate, *see* Mortality; Vital statistics

2 From other forms of an author's name, or from a pseudonym, to the form chosen; for example,

Ossoli, Margaret Fuller, *see* Fuller, Margaret
Marvel, Ik, *pseud. see* Mitchell, D. G.

Make a "see also" reference to connect:

1 A subject with its subdivisions; for example,

Literature, *see also* Drama; Essays; Fiction; Poetry

2 Class and specific headings; for example,

Beverages, *see also* Coffee; Milk; Tea

3 Headings which are related, or contain allied matter; or which, dissimilar for the most part, would be needed by an investigator of a certain topic; for example,

Laws, *see also* Legislation
Books, *see also* Reading
Children, *see also* Minors; Orphans; Schools; Wards
Temperance, *see also* Local option; Saloons

Principles. When allied headings are of equal importance make the reference under each; for example,

Labor, *see also* Employees; Wages
Employees, *see also* Labor; Wages
Wages, *see also* Employees; Labor

Be sure that the heading referred to contains new matter; never make reference from one heading to exactly the same pages cited under another heading. If the same information is entered under two headings, and it is necessary to make a reference from a third, make such reference to *one* form only; for example,

Japan, religion, 147
Religion of Japan, 147
Buddhism *see* Japan *or* Buddhism *see* Religion of Japan

but not both for this particular information. The searcher wishes only the fact; he does not care under how many forms the indexer has seen fit to refer to it. Nothing is more annoying than to be sent back and forth through the alphabet only to be conducted up blind alleys to the paragraph just read.

Never make a reference to a related heading unless there is actually a relevant entry there; that is, do not refer to what *may* be, but only to what *is*. This is a common fault in cyclopedias and other works prepared by cooperation. The writer of an article, for example, on x-rays, supposes that there will be full treatment of the uses of the x-ray in photography under the heading "Photography," and the specialist on photography assumes that that particular branch of his subject will be sufficiently covered under "X-rays," with the result that the seeker, after reading both

articles, has secured nothing on his subject save the two references, "X-rays, *see also* Photography," "Photography, *see also* X-rays." Careful editing is imperative to prevent such mistakes.

Double entry vs cross reference. When but one or two brief entries are to be made, as a rule duplicate under the various headings needed instead of making references. The entry seldom requires more space, and in many cases actually takes less, if the modifications are as compact as they should be; and the searcher's time is saved, which is the first object of an index. Exception may be made in case of references from rejected to chosen forms of names.

Cross reference to heading only. Do not make cross references *too* specific. As a rule refer from heading only and to heading only, not particularizing modifications. Exceptions should sometimes be made in elaborate indexes where subheads are used, and in indexes printed in entry a line form.

PAGE REFERENCES

Inclusive or scattering references. If the matter runs over a page, give inclusive figures; the reader frequently wishes to know whether he will find an extended discussion, or merely incidental mentions; for example, 120–29, not the less exact 120 *et seq.* If a subject is touched, dropped and taken up again on the same page, let the first reference stand for all unless the intervening text is so different in character that the searcher would not follow up the matter. In such case, each reference to the subject should be brought out either by varying modifications or by following the page citation with, for example (3). The rule that a single reference to the page may generally suffice applies to regular reading text; in lists of names, tabular matter or any work in which the subject is constantly changing, every occurrence of a subject or name should be indexed.

Exact reference by ninths. A system of exact reference to minute parts of the page has been devised which is very useful for books requiring close analysis, where many subjects or phases of a subject are treated on a single page; or where names of persons, places or species might easily be overlooked if not definitely pointed out, as in genealogies, local histories or botanies. It would, of course, be of little value and by no means worth the extra time and the cost of printing, for many popular books. Wherever it is used, a clear note of explanation should be given at the beginning of the index. [See page 60.] The page is divided into ninths,

superior figures being used to indicate the particular ninth of page or column in which the passage referred to begins; for example, 34^3 means page 34 beginning in the third ninth of the page (about one-third of the way down). Of the superior figures, the odd numbers 1, 5, and 9 denote the top, middle or bottom of the pages; 3 and 7, points halfway between top and middle and middle and bottom; while even numbers are mere modifiers of these positions, 2 denoting a point a little below the top, 8 a point a little above the bottom, 4 and 6 points just above and below the middle. If there are several columns on a page, use two superior figures, the first denoting column and the second position in the column; for example, $89^{13\text{-}28}$ means page 89, beginning in the third ninth of column 1 and ending near the bottom (in the eighth ninth) of column 2.

Marker. For this work a "marker" must be made, consisting of a narrow strip of paper (an inch or less wide) the length of the printed matter on the page, including running titles, and folded into ninths, the spaces being numbered 1 to 9 from top to bottom.

Beginning of citation. The page citation should begin where the subject to be indexed is introduced, not necessarily where the subject word first occurs, if a text word is chosen for the heading. The marker laid on the page shows precisely the part of the page, and should always be used by those inexperienced in indexing by this exact method. If the indexer has a good eye he may soon acquire a ready and accurate judgment of relative position and be able frequently to dispense with the measure.

Citation of volumes. When the index covers more than one volume, separate volume and page number by a colon; for example, $2{:}176^2\text{-}80^8$. If the modifications are arranged alphabetically, the volume number must be included in every reference; if they are in order of entry, that is, of occurrence in the text, the volume number may be omitted after the first reference, but should be in heavier type in order to be easily detected; for example,

Truth, absolute, **6**:197; abstract, **1**:10; **2**:304, 309; adorer of, **4**:276; **6**:290; apprehension of, **1**:10, 70, 166; **2**:264; **12**:30; basis of aristocracy, **10**:43; the only armor, **6**:219; unity with beauty, **1**:59

Nature, Moore's view of, **1**:103; modern sentimentalism about, 375; man's connection with, 376; in Thoreau's writings, 381; her indifference to man, **2**:131; as viewed by Rosseau, 266; early view of, 319; the free shows provided by **3**:257; Chaucer's love of, 355; love of, a modern thing, 260; ignored by French criticism, **4**:9; its double meanings, 258

The relative importance of the colon and semicolon must be indicated by spacing; very narrow spaces on each side of the colon and regular spacing after the semicoln will prevent any confusion.

If the volumes are divided into parts or parts into volumes express thus: v. 1, pt 1:39[2]; pt 3, v. 2:159[6].

In case of series of reports, proceedings etc. when the volumes are not numbered, citation must be by year; for example, '55:171; '01:62.

When desirable to include month and year in periodical references cite thus: 53:109 (Jan. '95); 68:149 (22 June '99); or, in more strictly bibliographic work, Dec. 1897, 12:622–65. In a long index Library Bureau abbreviations of months save space: Ja, F, Mr, Ap, My, Je, Jl, Ag, S, O, N, D.

MECHANICAL METHODS

The clerical methods of constructing indexes are three.

1 **Blank book plan.** In this an alphabetic arrangement is approximated by allotting a certain number of pages to letters or combinations of two or more letters — Aa, Ab, Ac, Ba, Be, Bl etc. A book provided with marginal letter tags is desirable for this use, or better, because it admits of interpolation, separate sheets provided with marginal index letters, clamped in a binder.[1] The space allotted to the combinations must not be equal, but proportional. Obviously much more space is required for headings beginning with C than with Q; Ad will attract many more entries than Aa.

Relative space for letters. The relative importance of the letters of the alphabet has been the subject of considerable research and comparison. H. B Wheatley gives some results in his *How to Make an Index,* page 197–202. It is made evident that C and S are always full in both name and subject indexes; B frequently leads all in name indexes but generally falls to a position midway in subject indexes; M ranks somewhat above the average, and in indexes of English names, W and H rank high. A is first of the vowels, the others standing but little higher than J, K and Q. The first half of the alphabet requires appreciably more space than the second. While statistics prove the general average, they also reveal great variation in special instances. It is apparent that

[1] For fuller description and criticism of this method see Clarke *Practical Indexing,* p. 155–60.

in an index to New York local history Dutch names would raise the letter V, usually of low rank, to an important position, and occasionally the ordinary proportions are altered most unexpectedly. There is always danger of miscalculation in assigning space, and consequent blocking of letters. When this occurs, a new place must be set aside, a reference made, and thereafter it will be necessary to look in both places for entries under that combination. This system has been very popular for office indexes but is everywhere giving way to the card form.

2 **Order of occurrence.** The second method, formerly much used in preparing book indexes, is that of making entries on sheets in the order of the matter indexed. When complete they are cut apart, alphabeted and mounted on sheets for the printer.

Alphabeting slips. In sorting into alphabetic order, the slips are first thrown into piles by initial letter, according to an imaginary diagram in five columns of five letters each:

A — — — — — U
B — — — — — V
C — — — — — W
D — — — — — X
E — — — — — Y Z

The relative position of each letter is soon learned and slips are placed almost automatically. The first rough alphabeting should be followed by a more exact one. This method of indexing is very fully described by F. B. Perkins in a paper on "Book indexes" in *Public Libraries in the United States,* a special report of the Bureau of Education published at Washington in 1876. It is fairly satisfactory for extremely simple work, for example, an author index to a classed list of books, but in more complicated indexing involves a considerable loss of time in referring to earlier entries and in final editing for the printer.

3 **Separate slips.** The third method, that of making entries on separate slips and filing them in trays in strict alphabetic order as the work proceeds, is much the best, and is described in detail on pages 28–30.

MARKING TEXT

Advantages. When the character of the special problem has been grasped and a general idea of what is needed attained, the next, whether in proof or already in book form, should be marked for entries. There are decided advantages in thus indicating headings, modifications and cross references on the matter to be indexed before writing the entries. Till the slips are alphabeted (a slow process and often delayed) in no other way can the indexer easily

refer to headings and modifications already chosen for certain subjects, or discover forgotten decisions in puzzling cases. When a change must be made in fulness of indexing, the marked proofs are invaluable, and in a long index or one which has been interrupted, they are of great service in securing uniformity. In recurrent work, such as reports and proceedings, which frequently follow the same general plan year after year and contain much tabular matter, the marked text of the preceding volume is a much more useful guide than the printed index, and it often enables the indexer to delegate the work to an assistant, after marking the new sections, with general directions to follow the proof of the preceding year. Perhaps most important of all, marking proofs makes it possible to consign the mechanical writing of entries to an assistant.

Methods. There are many possible ways of indicating entries in the text. Any method is good which is simple to use, avoids confusion and is readily grasped by an untrained assistant. A method which has stood the test of several years' use in many kinds of indexes is as follows:

Indicate the heading by underlining in pencil the words or phrase, if in the text; if not, write it in the margin and underline. Indicate its modification, if any is needed, by a short line under the beginning of the modifying word or phrase, or inclose the phrase in curves, crossing out unnecessary words and making any other desired changes. If connection between heading and modification is not clear, use a tracer. Indicate a "see" reference by x under the word from which reference is to be made to the word underlined for heading; for example,

Roads Highways
×

A "see also" reference may be indicated by adding the word "also"; for example,

Roads Highways
× also

If reference is to be made both ways, put x under each word; for example,

Property Mortgage
× ×

The "also" is superfluous in this case, because the fact that double reference is desired shows the form. Most frequently the heading referred from has to be written in the margin and so is just as easily written "Mortgage, see also"; or, if it is the heading referred to, "See also Mortgage."

The following extract from Nichols's *Indexing* expresses principles of value to the indexer and has been marked to illustrate the plan described above:

importance

Consistency and uniformity are very desirable throughout the index. Consistency, besides being necessarily a part of a well ordered system, tends to prevent mistakes, in an index which lacks uniformity of composition, a searcher, finding one arrangement in one case and not the same arrangement in another similar case, may thereby be erroneously led to suppose that the index contains nothing on the latter subject. It is, however, quite impossible always to follow rigidly any plan or system. The judgment of the indexer will be constantly exercised in the discrimination between and settlement of fine points. A certain amount of latitude and elasticity must always be admissible and much must be left to the good sense of the indexer.

not chief aim

new, how to treat

As a subject is newly encountered the indexer should first carefully determine just what the exact subject is, and then how best to express it, select the headings and modifications—all those under which search is likely to be made—that best express the meaning. Whenever the same subject occurs afterward enter under the same headings. If there are several synonymous headings equally eligible, select one of them for entry and make cross reference from the others to it. The language of the text and least of all titles, except in title entry, need not be followed, and should never be slavishly followed in the wording of the headings and modifications, these should express in the most exact (fine shades of meaning being considered), the plainest and briefest way possible the actual subject, the entries should be reduced to their simplest form, and if possible to a single word.

decide on & follow uniformly

from synonymous terms

words

text

often disregarded

not always best key

briefest clear form

The markings call for entries as below, the page citations referring to Nichols's *Indexing*, which is printed in double columns:

Consistency, importance, 3^{12}
Uniformity, *see* Consistency
Consistency not chief aim, 3^{14}
Subject, new, how to treat, 3^{25}
Headings, decide on and follow uniformly, 3^{25}
Synonymous headings, 3^{26}
Headings, synonymous 3^{26}
Cross reference, from synonymous terms, 3^{27}
Language of text often disregarded, 3^{27}
Text words not always best key, 3^{27}
Titles need not be followed, 3^{27}
Headings, briefest clear form, 3^{28}
Modifications, briefest clear form, 3^{28}

A single marking of the heading "Consistency" stands for both modifications, because no other heading intervenes. The unbroken line under "synonymous headings" shows that the words are to be taken together as a heading; the second line under "heading" directs that it be used alone as a heading, modified by "syonymous," as indicated by the short second line under that word. Curves inclose the modification of the heading "Titles," because the short line would not make clear how much of the phrase was to be taken. Tracers show that "briefest clear form" is to modify both "heading" and "modifications."

Perspective in choosing headings. It should be noted that these entries are made for a separate monograph on indexing very fully analyzed. If published with miscellaneous papers on other subjects the headings chosen here would be inappropriate; most, if not all of them, in that case, should be entered as modifications under the heading "Indexing." Mr Nichols's paper was in fact first published in volume 17 of the *Library Journal,* where it appears in the index only under "Indexing (Nichols) 406–419." Had the indexer seen fit to analyze the paper somewhat, the heading "Indexing" would still have been sufficient to cover all modifications.

The need of subheads under certain headings can sometimes be foreseen in marking the proof, and if the proper word is chosen then it will save time in alphabeting and editing. The intention to treat as a subhead is indicated by the word "indent," a direction as to form of printing, which must be transferred to the bottom of the slip when the entry is written, for guidance to editor and copyist.

WRITING SLIPS

After the indexer has read enough of the text to make sure that the general scheme of indexing will not need changing, marked proofs can be given to an assistant for writing slips. For this are needed:

1 **V slips.** Small slips (V of the "standard sizes," 5¼x7 cm. being a convenient size) of light weight manila. Thinner slips may be used, and are preferable if they are to be pasted instead of copied, but if extremely thin are difficult to handle.

2 A tray, with divisions into which the slips fit loosely.

3 If close work is to be done a "marker" dividing the page into ninths [see page 23].

The V slips are large enough for properly condensed entries under ordinary conditions, and are recommended because they are cheaper and may be compactly filed.

P cards. The index may be made and sent directly to the printer on 7x12½ cm cards. If this is done all the modifications under a heading should be copied on one card. The cards should be rather heavy, and should be numbered consecutively in the upper right hand corner, either by hand or by an accession stamp. If an index is to serve as a permanent growing office record (for example, a cumulating index to a periodical) the standard catalog card should be used.

Rules for making entries. Write on each slip a single entry, giving page, and if desired, ninth of page, to which it refers [see Page references, page 22]. If matters overruns the page, make the reference inclusive, but let first mention suffice if not exceeding the page, unless so interrupted by other subjects that later mention might be overlooked [see page 19]; for example,

Roosevelt, Theodore, literary work, 175, 221-24, 245	Title cards, 97^4, 97^7, 98^2

Give each modification of the subject a separate slip. When the same unmodified heading, or the same heading and modification, occurs again, the page reference may be added to the first slip if finding it requires little more time than writing a new slip; for example,

Jamestown, first settlers, 13	Jamestown, Capt. John Smith in, 13, 270

Adding page references to the original slip is worth a little trouble, since in a long index it is desirable to reduce the bulk of slips in alphabeting and the work of combining in editing. "See" and "see also" references need, of course, be written but once.

The entry should begin at the extreme upper left edge of the slip, with every line following indented slightly, so that, in alphabeting, the heading will readily catch the eye. The assistant indicates on the text by a check under the heading that the entry has been written, and places each slip as it is made behind those already in the tray, so that the entries will stand in order of occurrence, making "verifying" easy. In a long piece of work it is a good plan to put the cross reference slips in a separate tray. If alphabeted occasionally, reference to them is easy and prevents making extra slips when a cross reference already made is called for on subsequent proofs. Such separation also greatly facilitates comparison in editing.

VERIFYING

The indexer, at frequent intervals unless the index is very short, should verify the slips, whether they have been written by himself or an assistant, by carefully comparing each with the marked proof, for correctness of heading, modification and page reference, specially noting inclusive pagings. The end of one subject and the beginning of a related one is often difficult to determine, and if the assistant is untrained it is well to indicate conclusion of a reference when marking the proof, writing it in the margin. While verifying questions indicated on the proof must be settled or transferred to the slips for later decision [see p. 20] and often some of the editing can be done, saving time at the end, when there is frequently need of haste.

ALPHABETING SLIPS

Except in very short indexes the slips should be alphabeted often, later blocks of slips being added to those already alphabeted as soon as they are verified, so that when the last block is added the alphabeting of the whole index is finished. Frequent alphabeting is of practical service to the indexer as the work proceeds, the alphabeted slips being much easier to consult for forms of headings, etc. than the marked proofs.

Trays for alphabeting. A small five-division tray serves for alphabeting newly written slips when this is done frequently. If a large number must be alphabeted at one time the work is more quickly accomplished by means of a twenty-four division tray. Familiarity with the heading of an index will suggest devices to lessen the tedium of alphabeting a large number of slips; for example, if a certain name or subject heading occurs very often it is a gain in the first alphabeting to put all the slips containing it in another tray instead of throwing them in with the other slips of that letter.

ARRANGEMENT OF MODIFICATIONS

Before final alphabeting this puzzling question must be decided: Shall the modifications under each heading be arranged in order of entry (that is, order of occurrence) or alphabetically? In answering it the nature and use of the index must be the determining factor. Order of entry is quite generally used in books brought out by prominent publishers and is appropriate to the largest number of indexes. But neither arrangement should be slavishly followed throughout an index if a different grouping under certain headings would be more useful. Few searchers will study out your plan and hold you to it.

Alphabetic order. In indexes of ideas [see page 10] prefer generally alphabetic order, alphabeting by the most significant word, not necessarily the word that by chance stands first in the modifying phrase. The important word may sometimes be brought to the first position by inversion, but this should never be done if the result is awkward and confusing; for example,

> Americans, activity, 329; conservatism, 201; crime no shock to, 216; destiny, 325, 418; value dexterity, 211; Dickens on, 167; dress with good sense, 86; contrasted with English, 125; deference to English, 161, 370; lack faith, 237; gentlemen, 419; lack idealism, 418; impulsiveness, 414.
>
> [From index to Riverside edition of Emerson's *Works*]

Here the words "dexterity," "English," "faith" and "idealism," determine the alphabetic arrangement though they do not lead in the phrase.

Order of entry. Under biographic and historical headings, follow order of entry, which is in most cases at least approximately chronologic; for example,

> Barclay, Rev. Henry, born at Albany, 6; graduated at Yale, 6; rector of St Peter's Church, Albany, 7; rector Trinity Church, N. Y., 8; marries, 9; doctor of divinity, 10; death, 11

This is easily followed and convenient. An alphabetic arrangement would have made the clergyman's death and elevation to the dignity of the doctor's degree follow immediately his birth, and

precede his graduation from Yale, marriage and rectorships, conditions which offend one's sense of fitness, even in an index. It is still more objectionable in cases where there are many modifications having no salient alphabetic key words to guide the seeker, who flounders helplessly and in no pleasant humor through time and space.

When a large number of entries must be given under the name of the subject of a biography or, for example, under the name of Washington or Wellington in histories of the Revolution or Peninsular War, prominent divisions of the man's life may be made chronologic subheads, or brought out in black face or italic type, to attract attention. The index to Froude's *Erasmus* groups entries under Erasmus as follows:

Erasmus: (a few general entries here)
Youth (20 entries)
First visit to England, 1497 (15 entries)
In the Netherlands and France (21 entries)
Visits to England and to Italy
Fourth visit to England
In the Netherlands
Period of contest
After Charles V's election
After the Diet of Worms
After election of Adrian VI
After election of Clement VII
His later years
Diet of Augsburg
His last days
His writings
Letters of, to

Entries are arranged in order of occurrence under all the subheads, except the last, where names of correspondents are given in alphabetic order.

Logical order. Follow logical order or order of importance when clearly desirable; for example,

Education Building, progress of work on, 446; act authorizing contracts for furnishing, 387; objections to metal furniture, 571–72; recommendations concerning dedication, 351; appointment of Regents committees, 579; program of dedication exercises, 4–7; report of exercises, 9–15

There is no reason why in the same index alphabetic arrangement may not be used for the fuller headings, and order of entry for

those covering few entries or relating to biographic or historical matter, with occasional logical groupings if desirable.

Relative advantages. In deciding between order of entry and alphabetic order for general arrangement of modifications, bear in mind relative advantages and disadvantages. Alphabetic order is a useful guide when the alphabetic key words are such as might readily occur to the searcher, enabling him to turn directly to the required information. For matter about which he would probably have in mind a chronologic rather than an alphabetic outline, as in biographies and histories, order of entry is better. One great advantage of order of entry is that if the searcher finds it necessary to consult all page references under a heading, he is sent through the volume or volumes in order, instead of being forced to lose time in turning back and forth, as the alphabetic arrangement would probably require. In a long index where there are a great many modifications under headings other than biographic or historical, and particularly when the modifications are brief, alphabetic order is generally more convenient. This is almost invariably true when the index is to be printed in entry a line form [see page 37].

Consistency. The indexer should not magnify too much the importance of his scheme. He should remember that the user of the index will never read it through or make any profound study of its plan, but will look for specific information and wish to find it in each case by the simplest means. Consistency is to be shown in making entries always clear and convenient for the user, not in following always the same process. When uniform methods will aid follow them; when they will confuse or impede, forsake them.

When the plan for order of modifications has been settled, the general direction may be given the assistant, special arrangement under certain headings being a part of the indexer's work in editing.

Subheads. In very exact and complicated work, oftenest in indexes to technical matter, subheads and sub-subheads are used to avoid repetition and the crowding of material under too general modifications. If a modification has but two submodifications, they are better retained in the general group unless clearness would be sacrificed; for example,

> Governors, power increased, 17^{8}; messages an aid to comparative legislation, 20^{8}; messages on problems in school organization, 22^{3}–23^{2}; veto power, 37^{8}–39^{4}

Three or more submodifications justify grouping under a subhead, for example,

> Boundaries, 11[5], 22[6], 22[7];
> Connecticut: 269[2], 270[3]; articles of agreement, 34[1]; assembly act concerning, 272[4]; Connecticut river as boundary, 463[6];
> commissioners: 279[4]; appointed, 297[8]; instructions to, 298[6]; report, 299[3]

The subjects here are really three: (1) Boundaries (2) Boundaries, Connecticut (3) Boundaries, Connecticut, commissioners; the last entry stated in full in the natural order would be: Report of the commissioners on the boundaries of Connecticut.

The sub-subhead, illustrated by "commissioners" in the last example, is seldom needed, but removes a difficulty as serious as it is infrequent. For examples of forms used in line indexes, see page 37. In paragraphed indexes [see page 37] subheads should follow the single modifications, whether these have been grouped in order of entry or alphabetically, and should be given in alphabetic sequence unless a logical order is plainly more useful. In the entry a line index modifications and subheads are arranged in one alphabet.

ARRANGEMENT OF CROSS REFERENCES

In paragraphed indexes all cross references are arranged alphabetically after all modifications, whether the latter are in a single group under main heading or divided among subheads. In line indexes general references from one subject to another are alphabeted at the end, but a reference from a specific modification follows that modification.

EDITING

Cooperative work. The importance of careful editing can hardly be overemphasized. Where many hands have been at work inconsistencies and omissions are inevitable. *Poole's Index to Periodical Literature,* prepared with the cooperation of the American Library Association, an invaluable tool to librarians, illustrates the dangers attending cooperative work. Material is divided between the headings "Country life" and "Rural life," "X-rays" and "Roentgen rays," "Cycling" and "Bicycling," with incomplete cross reference or none at all. Under "Eddystone lighthouse" three references are given, while in the same volume [1882–87]a

fourth paper appears under "Lighthouses on the Eddystone rocks," no cross reference being provided with either heading. In the volume covering 1887–92 the headings "Athlete," "Athletic clubs," "Athletic sports" and "Athletics" are given. These include entries of articles on athletics in Harvard, Amherst, Cornell, and in France, Switzerland etc.; but under the heading "Harvard" are found entries on the athletic controversy at Harvard and on football at Harvard, and under "Eton" an entry on athletics at Eton, not repeated under "Athletics." There are no connecting cross references. To happen on these things shakes the searcher's confidence; he wonders how many more stray entries might be found under other headings. The natural and often justifiable impulse in indexing magazine articles, to accept the title word if it satisfactorily represents the subject results, when one hundred and fifty periodicals are indexed by fifty persons working independently in the scattering of identical subjects under many more or less syonymous headings. Only he who gathers the converging threads can see all the material, and to bring it into proper relation and secure a consistent whole will tax his vigilance to the utmost. Though the urgency of revision is specially evident in cooperative work, it is not less true that the work of one person needs sharp scrutiny after all the material is in hand.

Points to be corrected in editing. It is usually a waste of time to attempt final editing till all slips are alphabeted, so that the indexer can consult any heading from A to Z. It is at this point that new relations reveal themselves and inconsistencies, unavoidable in an index of much length, are most easily detected. They will be found in forms of headings, fulness of indexing, wording of modifications and use of cross references. Many of them may be caught by reading the slips through slowly, but the most glaring omissions and inaccuracies are discovered through a conscientious comparison of synonymous or allied headings. This frequently leads to extensive changes; for example, transferring modifications from one heading to another and substituting cross references; changing a "see" reference to a duplication or partial duplication of matter under a related heading; cutting out a heading and dividing its modifications among other more specific headings, condensing a number of modifications into one by broadening the statement, or substituting for a too comprehensive modification more specific ones. Such radical changes can not be made without frequent reference to the text, particularly if the matter referred to is not clearly in mind.

Synonyms. The synonyms of subject headings must be considered and, if any of value have been previously overlooked, either cross references or added entries must be made.

Cross references. New cross references must sometimes be made to link related headings [see Cross references, page 20] and cross references already made must be carefully traced throughout the slips, or the reader will find references to headings which have been cut out and none to those which take their place.

Class and specific headings. Class and specific headings require careful editing. For instance, if "Zoology" is made a heading, recall its subdivisions and if any have been brought out as headings see that cross reference to them is made. If both "Animals" and "Zoology" have been used, discard one heading if possible, retaining the one more appropriate to the text; make reference in either case; for example,

Zoology, *see* Animals
Animals, *see also* Baboon; Fox; Lion
Birds, *see also* Robin; Vireo

If there are entries under a great number of species, it may be better to substitute a general reference:

Animals, *see also names of animals*
Birds, *see also names of birds*

This form is rarely preferable except in "growing indexes."

Take care that no reference to a special animal or bird is entered under the general instead of under the more specific heading.

When it is decided late in the work to throw certain matter under a subhead or sub-subhead, make sure that its modifications are reworded to suit the new arrangement, and that under it is placed every modification which rightfully belongs there.

Cancellations. Superfluous words which have been allowed to stand on the slips should now be canceled and words injudiciously canceled on slips be restored [see page 17].

Questions of doubtful treatment, which have been noted on the slips in verifying, must be settled and the notes canceled to prevent confusing the assistant when copying or mounting slips.

Finally, any desired rearrangement in order of modifications must be made.

FORMS OF PRINTING

Style. The two commonest forms of index are (1) paragraphed and (2) entry a line. Both forms have hanging indention, that is, every heading begins flush with the left side of the column, and each succeeding line is indented or set in.

1 **Paragraphed index.** In the paragraphed index, the modifications and references under headings follow close on each other, forming a block or solid column. The paragraph is broken for: (a) a subhead, distinguished by first indention; (b) a sub-subhead, having second indention; (*c*) a cross reference after subhead or sub-subhead, which is in a line with preceding modifications; for example,

> Tables, description, 51[2]. *See also* Statistics
> Technical schools, bulletin on, 16[4]; power to grant certificates, 51[5], 135[9]–36[2]; legislation affecting, 137[2]–40[3];
> statistics: 74–81, 475–91; commencement, 478; days in session, 73, 478; incorporation, 476; property, 484–87; students, 480–82
> *See also* Professional schools; Universities, statistics
> Temple Grove seminary, Saratoga Springs, statistics, 526–41

2 **Entry a line index.** This differs in arrangement of modifications and subheads. Each modification after the first begins a line, slightly indented (1 em) under the heading, forming an even column at the left, unbroken except when a modification overruns the line. Subheads have the same arrangement, but a deeper indention. This form is most commonly used for word and name indexes and is much easier to refer to than the paragraphed index, but occupies more space; for example,

Earnings, *see* Wages
Editors, 2534
Education, 164–718; 1187–88
  boards of, 191, 207, 217–36, 264 277, 320 (1 em indention) (3 ems ")
  city boards, 164, 202, 256–57 331–32, 409 (2 ems ") (3 ems ")
  county boards, 164, 168, 174
  district boards, 174–75, 351
  state boards, 164, 175
  territorial boards, 170
  higher, 525–99
  professional, 590–99
    See also Schools; Universities
Educational bulletins, 225
  corporations, 1227, 1234–35, 1662

institutions, 1405, 1493–98, 2998
See also Schools; Universities
journals, 164
Ejectment, 2875–78

3 **Combined form.** By a combination of the paragraphed and entry a line index it is possible to secure much of the condensation of the first with the prominent alphabeting of the second in modifications which do not lend themselves easily to the entry a line form; for example,

Bird psychology, 46
courage, 28
dissimulation, 32
individuality, 10–11
inherited instincts, 27
intelligence shown in
building, 52; bringing up young, 18; cooperation, 18; getting food, 262; protecting young, 39; strategy, 39–40
play impulse, 75
storing habit, 133
[From Merriam's *Birds of Village and Field,* Houghton]

COPYING

General rules. The following rules apply to both paragraphed and entry a line forms:

Write legibly in black ink on only one side of uniform sheets; make sure that figures and punctuation can not be mistaken. Leave wide margin at left and generous spaces between lines to allow interpolation. Keep headings in vertical line, indenting about an inch modifications which overrun the width of the page.

Write each heading once and pay no attention to its repetition on the slips, copying only the modifications. Take out all the slips under one heading when its copying is begun, making certain where the next heading begins.

"See" and "See also." In references from one heading to another, the word "see" should be preceded by a comma and written with a small *s*; but "See also," which always stands at the beginning of a sentence, should be preceded by a period and written with a capital S; underline in both cases, to indicate italic type. Write words "see" and "see also" only once, but begin each heading referred to with a capital, and separate them by semicolons.

Period. Omit periods at ends of paragraphs.

Dates in italic. Underline all dates for italic type; for example, Principals council, *1893*, 14[5]

Inclusive figures. Write inclusive figures thus:

4–17	175–76	2107–209
27–29	137–233	2137–38
107–9	2007–9	1987–2000

That is, write out last two figures of second paging, except where a naught preceding the last figure or a change in the initial figure interferes with the rule.

Abbreviations. Write out words which have been abbreviated on the slips if the short form should offend on the printed page; for example, "and," not "&," "examinations," not "exams." Abbreviations may be used somewhat more freely in an index than elsewhere, but should not be multiplied to confusion. If an elaborate system is employed under urgent need of economy of space, a running footnote should be given referring to the page where the explanatory table is to be found.

Space between letters. Leave extra space between initial A and B, and so on throughout the alphabet, inserting the word "slug." Draw a line (or "ring") round this and other directions, the "ring" being the sign to the printer that words are not to be printed.

Numbered sheets. Number finished sheets consecutively with large figures in upper right-hand corner. Do not roll or fold.

Special rules for paragraphed index. The following rules apply only to the paragraphed index:

Separate modifications under each heading by semicolon.

Indent subheads; but if modifications under subheads overrun the width of the page, bring second and following lines out to the vertical line of modifications under heading. In case of sub-subhead, indent again and bring second and following lines out to vertical line of first subhead. Follow the page reference immediately preceding the indented subhead by a semicolon, and separate the subhead and its modifications by a colon [see illustrations, page 37].

Special rules for entry a line. Begin each modification on a new line. Do not capitalize first word of modifications unless it is a proper name or other word which under editing rules requires a capital.

First word. If several entries begin with the same word, do not repeat unless necessary to prevent ambiguity [see page 41] but indent modifications; for example,

Cotton, 1546
  factory insurance companies, 1773
  gins, 502
  seed meal, 1473

Follow the same principle where several modifications under heading begin with the same word, using a second indention.

"See also," "See also" should be written with a capital S, on a separate line, with a second indention, and underlined for italic type [see illustrations, page 37].

Combined word and subject index. In rare instances a combination of the word index and subject index is desirable. In this case, apply rules for line index to lists of words more easily consulted in that form, and rules for paragraphed index to all other headings.

PASTING

A much quicker method of preparing slips for printing is to paste them consecutively on large sheets of paper, overlapping them when the entry does not cover the whole slip. If, after editing, the slips are perfectly legible, this method is feasible (1) when the index is not too complicated; (2) when the slips will not be needed again. In case of separate volumes of a set of numbers of a series the consolidated index is most easily constructed from the slips of the separate indexes, with careful reediting. Slips should also be preserved in case of annual reports similar in plan from year to year, when changing the page references will often save half the work of slip writing.

FINAL PREPARATION FOR PRINTER

If the index is copied, the manuscript must be carefully compared with the slips. This is most quickly and accurately done by two persons, the assistant reading aloud from the slips while the indexer follows the copy. The reader must give carefully not only words, but significant punctuation and the spelling of proper names where there is a possibility of mistake.

Take care that in case of persons with same surname or wholly identical names, or of words identical in spelling but different in meaning (homonyms), the heading is repeated. Otherwise ludi-

crous mistakes are likely to occur, most often in line indexes; for example,

Lead, copper
metallurgy
kindly light (Newman)
poisoning

or (from the index to Bartlett's *Familiar Quotations*)

Sow for him, build for him, 470
he that observeth the wind shall not, 831
thy seed in the morning, 831
wrong, by the ear, 17, 785
ye are like to reap, as you, 214

Type. Indicate use of heavier type for the first word under a new letter by a colored pencil line, and state its meaning on the sheet of directions to printer unless already understood. On the same sheet indicate type and leading for the whole index, dimensions of page and width of column.

Indention. If the indention is usual, mark it only once in the margin of copy of first page, taking care to " ring " all such explanatory matter to make plain that it is not to be set up. Indicate indention of subheads and sub-subheads by outlining a small square, the printer's sign for indention, in the margin where they occur. If the indention is to be more than 1 em, write the number of ems in the rectangle; for example,

Education, 164–718, 1187–88
boards of, 191, 207, 217–36, 264
277, 320
city boards, 218, 223, 2223,
2227, 2231, 2233, 2243, 2245,
2267, 2283, 2350
county boards, 2230, 2235, 2240

Pasted copy. If the slips have been pasted, all the omissions and corrections that would have been made in copying must be indicated. Cross out all repetitions of a heading and, if the index is to be printed in paragraphed form, connect the modifications by semicolons and tracers. Correct illegible letters and figures, inaccurate punctuation and capitalization, and write in the necessary marginal directions as on ordinary copy. This is particular work and should always be done by the indexer. Last of all run quickly over the alphabeting of headings which may have become slightly disarranged in copying or pasting and failed to catch the reviser's attention, directed to details of individual entries.

PROOF READING

The proofs should be carefully read by the indexer, with mind alert for mistakes and omissions, whether his own or the compositor's. The alphabeting should again be gone over, preferably in page proofs after most of the corrections have been made. On page proof also the heading, followed by the word "continued" in curves and italicized, must be inserted wherever entries overrun a column; for example,

Property, 377 action affecting, 739 conveyances of, 392 damages to, 384 judicial sales, 736	Property (*continued*) lines, 386 personal, 400 real estate, 379 titles to, 381

It is also well in a long index which has come from the printer in sections, to verify all cross references on the final proof, to make sure that none have been invalidated by alterations while the work was in progress. These are hard sayings because they involve drudgery; but the indexer who lacks patience to take infinite pains for the sake of verbal accuracy, to be vigilant to the verge of fussiness, has missed his vocation, however great his mental power and learning. An erroneous reference is a bibliographic crime.

INDEXING PERIODICALS

Classified and alphabetic indexes. There is no branch of indexing more important at present than indexing periodicals and, unfortunately, few serial publications are indexed completely or according to a rational plan. Many offer instead of a true table of subjects in one alphabet, several alphabetic lists of titles or subjects found in the various departments of the magazine, under such headings as "The week," "Editorial," "Contributed articles," "Correspondence." This forces the seeker to consult several alphabets to obtain all material on a given subject, and often separates statements of fact from editorial comment or the criticism of correspondents.

In the London *Academy's* index (1912) are found alphabets under the following headings: Art, Articles, Correspondence, Imperial and foreign affairs, Literary retrospects (entered under three dates, each subdivided into Articles, Poetry, Reviews), Poetry, Reviews (much the longest alphabet), The theatre. Besides these alphabets there are blocks of mere page citations of matter not otherwise indexed, under Books received, Finance, Motoring and aviation, Music, Notes and news, Notes of the week. The index

is unsatisfactory also in that it contains no author entries and does not make the inversions of book titles which are often necessary; we find "Life of Edward Montague," "Life of Cæsar Borgia," "Life of George Meredith," "Memories of James McNeill Whistler," but no entries under names of biographees or authors. In another volume the biography of Dr. Henry Coward, by J. A. Rodgers, is to be found only under Dr. No less elaborate and involved in plan is the index of the ancient and honorable London *Spectator,* where we find alphabets under Topics of the day (the main editorials), Poetry, Art, Music, The theatre, Books: authors, Books: subjects, Current literature and books of the week, Correspondence (indexed by subject), Leading paragraphs (editorial comment and notes of the week), which is subdivided as Home news, Parliament, Colonial, Foreign (the last two again alphabetically subdivided by country) and Obituary! The *Saturday Review* divides into Leaders, Middles: titles, Middles: writers, Correspondence (by title), and Reviews, where books are entered by title alone, without any clue to authorship.

There are three types of periodical indexes: (1) the index to the volume; (2) the index to a series of volumes of a single periodical, for example, *Atlantic Monthly, Engineering News;* (3) the cumulative index to a large number of periodicals of varying scope and frequency of issue, for example, *Poole's Index to Periodical Literature or the Readers' Guide to Periodical Literature* which has succeeded that famous pioneer in the field. The form of citation for the three types will differ. Satisfactory entries for the first, or volume index, would be:

Catholicism and the future by R. H. Benson, 166
Benson, R. H. Catholicism and the future, 166

For the second kind, the index to the series of volumes, the following form should be used:

Catholicism and the future, by R. H. Benson, 106:166

For the general index of the Poole type the entry must be further amplified to read:

Catholicism and the future. R. H. Benson. Atl.m. 106:166

In some indexes the date of publication is also indicated; for example,

Atl.m. 91:283–85. F. '03

The three types will differ also in the fulness with which the magazines are indexed. The original Poole brought out subjects only; its latest issues entered under author also after the plan of

the *Readers' Guide,* but neither has attempted to index more than the main articles. Volume indexes should supplement them with more thorough work, so that the seeker may find through them editorial comment, correspondence etc. on various subjects. Few periodical indexes are as full as they ought to be. In many it is thought sufficient to enter under title without attempt to indicate subject when it is not evident there; but it is the subject which is of chief importance. Many general reviews which are divided into departments ignore in the index short editorial comments, correspondence etc.; yet sometimes valuable matter appears in these sections — often significant comment on longer contributed papers or editorials, which should be linked in the index with the material to which it is related.

Author and title entry. At present a large proportion of indexes to general reviews omit author entry. The ideal index should provide it, and the literary magazines now somewhat generally recognize authors as well as titles in their volume indexes. The *Atlantic* now has four alphabets: Titles: prose, Titles: poetry, Index by authors, The contributors' club. In order to bring the subject to the front, many titles are entered in inverted as well as in the natural order; for example,

Sierra, My first summer in the, John Muir

as well as

My first summer in the Sierra

but no effort is made to provide subject entries where the title does not reveal them. For instance, a whimsical paper by Elwood Hendrick on war and the possibility of civilizing and controlling it by means of an International *Code Duello* is entitled "Why not?" and is indexed only under that title and the author's name. This lazy kind of indexing is very unsatisfactory. Where the title plainly indicates the subject, the key word should be brought to the front by inversion, if necessary; for example,

Cromwell, Constitutional experiments of

Here a second entry in the natural order might well be made for readers seeking national or constitutional history.

Cuba, American misgovernment of
Gilbert, Mrs Stage reminiscences of
Art and philosophy, Ancient, feud between

Here a possible second entry should be under "Philosophy" rather than "Ancient."

Mere inversion of title will not, however, always produce satisfactory results, as is easily illustrated: "Mule go, Must the canal?" does not properly represent a discussion of the use of electric motors on canals. "Better, The less of it the" is not an illuminating entry. It may sometimes be necessary to good sense, and therefore justifiable, to make slight alterations in form when titles are inverted, for example,

Lamp, Maggie Murphy incandescent
Halibut, Shipping the Pacific coast east

would be better represented by

Lamp, incandescent; The Maggie Murphy
Halibut, Shipping east from Pacific coast.[1]

The searcher who comes to the index for a certain subject without previous knowledge of the actual content of the volume must find his clue under subject. He knows nothing of picturesque titles invented to attract persons not previously conscious of interest in the topic. Nor does the average reader of periodicals often recall the exact title of an article, and unless it is odd or striking enough to remain in his memory his search is always for the person, place or subject written about or the author of an interesting essay or clever story, the title of which was of minor importance and quickly forgotten. Therefore, if both subject and title can not be included, omit the title entry.

Striking titles. In some instances, however, entries should be made under titles which afford no clue to the real subject. A paper by Bradford Torrey on the habits of humming birds was published in the *Atlantic Monthly,* under the title "A Widow and Twins." This striking title might easily remain in the reader's mind whether he had read the paper or simply glanced through the table of contents with a view to future reading, and it is properly brought out under

"Widow and twins, A." Bradford Torrey

The subject entry would be:

Humming birds: A widow and twins. Bradford Torrey

and an author entry:

Torrey, Bradford, A widow and twins

would meet the needs of those in search of Mr Torrey's writings.

[1] These examples of "how not to do it" are taken from existing indexes.

Subject and title entries for the paper "Hunting Big Game with the Camera" might be as follows:

Photography of animals. Hunting big game with the camera
Animal photography. Hunting big game with the camera
Camera, Hunting big game with the

The first entry is imperative, the second desirable; the third might be spared without serious loss if strict economy of space must be practised.

An exception is made of fiction and poetry, which are in most cases best entered under first word of title not an article [see also page 47].

Series on one subject. Where a series of articles on one general subject but with considerable variety of title is to be indexed, they should be assembled in alphabetic order under the general subject heading; or, a reference may be made from the subject to the name of the writer, under which the several titles should appear; for example,

Boer war, papers by James Barnes
Between two battlefields
Boer war in pictures
Cronje, Capture of
From the Cape to the front
Modder river, At

or

Boer war, *see* Barnes, James
Barnes, James
Between two battlefields
Boer war in pictures
Cronje, Capture of
etc.

Book reviews and poetry. The only exception to the rule already quoted that an index should be one and indivisible [see page 7] is in favor of grouping book reviews and poems by themselves, either at the end, as the *Nation* now does, or under B and P in the main alphabet. The reason for this treatment of book notices is that they constitute a peculiar class of entries often sought as such, and if dispersed by initial through the main alphabet of subjects and authors would be easily confused with entries of a different character, and even if distinguished by a symbol would be traced with some effort. It is, therefore, hardly a violation of the general rule to treat "Book notices" as a subject heading and alphabet under it and the superior convenience of that arrangement is generally conceded by those who have most occasion to

consult reviews. This group should include all the critical estimates of books which the volume contains, whether found in a department specially devoted to reviews or under some individual title in the body of the magazine. The book reviews which appear from time to time in the *Atlantic Monthly,* grouped under attractive general titles, are only recognized in the index under those titles and the reviewer's name. Dean Hodges reviews eleven books on religious subjects under the caption "Christ among the Doctors" (Atl.m. 106:482–90) and Margaret Sherwood notices eighteen novels as "Old Friends and New," but not a single author or title of these twenty-nine volumes appears in the index. "Books New and Old: American finance" is the only alphabetical key to reviews of Mitchell's *History of Greenbacks,* Hepburn's *History of Coinage and Currency in the United States,* Stanwood's *American Tariff Controversies* and Oberholtzer's biography of *Robert Morris* (Atl.m. 94:129–35).

"Books New and Old: Books and the Hour by H. W. Boynton" shelters and conceals Dowden's *Browning,* Benson's *Rosetti,* Pickard's *Whittierland,* Leslie Stephen's *English Literature and Society in the Nineteenth Century,* Maeterlinck's *Double Garden,* H. G. Well's *Mankind in the Making* and other miscellaneous titles, as well as appended reviews of several volumes of reminiscences and diaries, signed by S.M.F. who in the author index proves to be S.M.Francis. We do not quarrel with these titles, which are often beguiling, and are welcomed in the fresh magazine, but why make the reader labor so hard to trace a review which he wishes to refer to later? A critical paper entitled "Six Notable Novels" need hardly appear in the index under title, but each of the six novels must be brought out. If several books on a single subject are grouped for review under a significant title, for example, "Tuscan Sculpture" or "The Praise of Switzerland," it may be well not only to enter the books reviewed under "Book notices," but also to bring out such titles in the main alphabet.

Poems are separately grouped for similar reasons. They form a class by themselves; persons seeking them probably will not remember exact titles but can quickly identify a poem sought in a comparatively small group. Perhaps the most satisfactory plan is to alphabet titles, followed by author's surname, under the heading "Poems," and enter each poem also under author in the general

alphabet, the word "poem" following the title in curves; for example,

Poems
Three things. Scollard
Watcher, The. Dickinson

In the main alphabet:

Dickinson, Martha G. The watcher (poem)
Scollard, Clinton. Three things (poem)

The importance of author entry is specially evident in case of poems, which do not often lend themselves readily to subject entry and frequently have fanciful titles furnishing no salient alphabetic key word. It is plainly better to enter under title in the natural order such poems as Eugene Field's verses *To a Usurper,* addressed to his little son, George H. Stacy's *In Days Like These,* a prayer for the country written during the Spanish War, James Whitcomb Riley's *Happy Little Cripple,* Emily Dickinson's *Called Back,* Mary Thacher Higginson's love poem *In the Dark,* than to make any attempt at subject entry. Nor would anything be gained by inverting the titles. Many readers, however, recalling the poems seen in a magazine, would seek them first under the author's name [see page 45].

RULES FOR FORM OF HEADING

The following specific rules are those in most general use. Many may be found in more detail and with numerous illustrations in C. A. Cutter's *Rules for a Dictionary Catalogue.* In following them remember that if a form of name chosen for entry in the index differs from any form in the text sufficiently to make its recognition doubtful, the text form must appear in the index with a cross reference to the form chosen. Rules 1, 3, 6, 9, 15, 17 furnish examples.

Catalog rules not always applicable to index. Bear in mind also that the rules quoted are primarily cataloging rules and that many of them apply without question only to the more formal type of index suitable for bibliographies. Rules which are important to secure uniformity in a catalog may be absurd applied to a book index because the catalog relates to many books, and continually grows, while the index pertains only to a single work, and is fixed. In ordinary book indexing it is generally better to use forms of name entry in general accord with the custom of the text indexed, making references from other forms only when the average reader would be likely to seek them. Bearing these modifications in mind

the rules following will be of material aid in deciding doubtful questions.

1 **Pseudonym.** Index under the real name, with reference from the pseudonym, unless the pseudonym is decidedly better known; for example

Clemens, Samuel L.
Twain, Mark, *pseud. see* Clemens, Samuel L.
but Greenwood, Grace, *pseud.*
Lippincott, Mrs S. J. *see* Greenwood, Grace

2 **Joint authors.** When an essay or article has two authors, index thus:

Johnson, R. A. & Richards, O. W. Oxford liberalism
Richards, O. W. & Johnson, R. A. Oxford liberalism

If more than two, in very full bibliographic work index under each in this form:

Miller, C. G. *& others.* Trust question

In ordinary indexing a single entry under the first author's name as above is generally sufficient.

3 **Changed name.** Index under last well-known form, making reference from other forms if necessary; for example,

Jackson, Mrs Helen Hunt
Hunt, Helen, *see* Jackson, Mrs Helen Hunt
but Wiggin, Mrs Kate Douglas [no reference from Riggs]

If later Mrs Riggs should write under the name of Riggs, a reference or change of entry form would become necessary.

4 **Compound name.** Index English compound surnames under the first part, with reference from other parts, unless it is known that the author's own usage or the custom of his country favors entry under some other part of the name than the first, when the rule should be reversed; for example,

Baring-Gould, Sabine
Gould, Sabine Baring-, *see* Baring-Gould, Sabine

Index foreign names under first part; for example,

Duplessis-Bochart, Guillaume Guillemot

5 **Name with preposition.** Index English and French surnames beginning with a preposition (except the French de and d') under preposition; in other languages, under word following. Make references from other forms likely to be looked for; for example,

La Fontaine, Jean de
Goethe, Johann Wolfgang von
Vinci, Leonardo da
Da Vinci Leonardo, *see* Vinci, Leonardo da

But if such a name is anglicized, enter it under preposition; for example,

De Quincey, Thomas
Van Rensselaer, Stephen

6 **Noblemen.** Index under highest title unless the family name or a lower title is decidedly better known, and make references from other forms when necessary; for example,

Chesterfield, Philip Dormer Stanhope, earl of
not Stanhope, P. D. earl of Chesterfield
but Walpole, Robert
not Orford, Robert Walpole, earl of

7 **Popes, sovereigns etc.** Index popes, saints, sovereigns, princes, orientals and all others known only by their first names under forename, with reference when necessary; for example,

Napoleon
Bonaparte, *see* Napoleon
Victoria, queen of England
Omar Khayyam
Khayyam, Omar, *see* Omar Khayyam

8 **Ecclesiastical dignitaries.** Index under surnames, except popes; for examples,

Newman, J.H. cardinal
Potter, H.C. bishop of New York
Pius X

9 **Foreign names.** Index under English form unless foreign form is better known; for example,

Cologne, *not* Köln
Raphael, *not* Raffaello
but Giovanni *not* John

10 **Geographic names.** Index names of capes, lakes, forts, mountains, gulfs, bays etc. under the distinctive part of name, unless prefix and name have come to be inseparable in thought; for example,

Erie, Lake
Rainier, Mount
Good Hope, Cape of
Biscay, Bay of

but Fort Wayne [city]
Lake of the Woods
Bay of Islands
Isles of Shoals

11 **Anonymous writings.** Index anonymous essays, magazine articles or book titles under title, ignoring articles or introductory phrases; except in biographies, and in many cases historical matter, when entry under person or places is sufficient, unless title is striking enough to be sought for [see page 55].

12 **Biography.** Index biographic matter under subject as well as author.

13 **Official publications.** Index of official publications under the country, city, society, institution, convention or other body responsible for them. In case of government departments, index under bureau or office concerned, inverting to bring the distinctive term first, except where entries under country are so few that no subgrouping will be required. Make references from the larger division if desirable; for example,

United States, Education, Bureau of
not United States, Department of the Interior, Bureau of education

Note that this applies positively only to bibliographies and catalogs. In many book indexes it is much wiser to pass over country name and enter directly under the subject word; for example, Education.

Prefer name of office to official title of officer, but index under officer when the office has no name; for example,

Illinois, state entomologist

14 **Person vs officer.** In ordinary book and current periodical indexing, enter under personal name rather than official title. In elaborate historical work, however, the following rule formulated for growing catalogs may be useful:

Distinguish carefully between official and personal writings. Index opinions of judges in a suit under name of court, but opinion of single judge under his name. Index president's messages under "President," personal writings under his name. Make all necessary references.

15 **Societies, institutions.** Index national and nonlocal societies, political parties, universities ect. under official name, with necessary references from place or any other form, for example,

American society of civil engineers
Civil engineers, American society of, *see* American society of civil engineers
Engineers, civil, *see* Civil engineers, *or* (if there are no entries under that heading) American society of civil engineers
Republican party
University of Chicago
Chicago university, *see* University of Chicago

Index local societies, schools, churches, art galleries, libraries and other institutions not national under name of place where

situated unless known by a distinctive name, when reference from place should be freely added; for example,

Royal Society of London
London, Royal Society, *see* Royal Society of London
Masten Park High School, Buffalo
Buffalo, Masten Park High School, *see* Masten Park High School
Trinity Church, New York City
New York City, Trinity Church, *see* Trinity Church
Newark (N. Y.) First Presbyterian Church
Boston Public Library
Astor Library, New York City
New York City, Astor Library, *see* Astor Library

16 **Periodicals.** Index name under first word of title not an article. If the organ of a society or club, index under name of periodical, with reference from society; but index regular proceedings or transactions of a society under its name; for example,

Journal of the Franklin Institute
Franklin Institute, Journal, *see* Journal of the Franklin Institute
American Institute of Electrical Engineers, Transactions

17 **Conventions, expositions.** Index conventions, congresses and expositions under name if distinctive, with reference from place and other forms of name; under place if better known by it; for example,

Centennial Exhibition, Philadelphia
Philadelphia, Centennial Exhibition, *see* Centennial Exhibition
Paris Exposition, 1902

18 **Committees.** Index under names of bodies to which they belong; for example,

United States Congress, manufactures, House committee on

See also rule 13 and note.

19 **Petitions.** Index petitions or publications of any unorganized class under place; for example, "Petition of merchants of Chicago" under "Chicago merchants."

20 **Ships.** In general, index under first word; but if named after a person whose surname is given in full, and specially where only a title of honor or initials of Christian name accompany surname, enter under surname; add word "vessel" or a more specific term if desirable, in curves; for example,

Ellen R. (vessel)
Mary Jane (tug)
Golden Fleece (sloop)
Sherman, Gen. W. T. (vessel)

This rule must sometimes be set aside in order to follow common usage, which varies greatly; if a vessel is generally spoken of by the full name enter, for example,

Dean Richmond
Mary Powell

RULES FOR AUTHOR AND TITLE

For choice and form of author headings, see Rules for form of heading, page 48.

Full or shortened names. The fulness of authors' names must be determined by the nature and use of the index. If an index containing personal names is likely to be used in genealogic research, full names should be given. In many cases the form as it occurs in the text is preferable; but for the average book index and for indexes to a series of volumes containing the same name in various forms the common rule is to enter single forenames in full, but to use initials only if more than one, unless two or more persons have the same surname and initials. This rule, like all others, should be followed in the light of common sense. The entry

Jones, J. P., Journal

acquires new interest and significance, and therefore greater usefulness, if amplified to

Jones, John Paul, Journal

Titles in text. When titles of books mentioned or discussed in the regular text are to be included in the index, enter them as modifications under author's name, but italicized to distinguish them from other modifications; for example (in life of Goethe)

Lessing, G.E., 1:3; *Philotas,* 64; *Laokoon,* 81; *Minna,* 88; in Liepzig, 96; *Emilia Galotti,* 190; death, 397, 2:92; *Nathan,* 196

In indexing biography or criticism of a single author, index works under first word of title not an article, omitting insignificant introductory expressions; for example (if example just quoted were in a life of Lessing)

Philotas, date of publication, 1:64
Laokoon, Goethe's opinion of, 1:81

Book lists. In indexing classed lists of books, in library or publishing work, where ready reference is of first importance and justifies the use of more space, a better method is to divide the kinds

of modifications, placing the subject modifications first in a paragraph and alphabeting titles in separate lines; for example,

Scott, Walter, biography and criticism, 43^{6}–44^{5}, 62^{9}–72^{4}
——— Complete poetical works, 91^{5}
——— Fair maid of Perth, 72^{7}
——— Guy Mannering, 72^{9}
——— Ivanhoe, 92^{3}

The use of the dash for repetition of heading is well recognized, saves space and in most cases reduces entries to a line, facilitating reference. In case of joint authorship two dashes are used, for example,

Howell, G.R. Date of settlement of colony of New York, 326^{3}
——— Early history of Southampton, 460^{4}
——— & Tenney, Jonathan. Bicentennial history of Albany, 486^{6}
——— ——— County of Schenectady, 498^{7}

The same method is followed in "body as author" headings, that is, books published by a society, corporation or organized body of any kind; for example,

Danbury (Ct.) 256^{4}–57^{1}
——— Town records of births, 256^{5}
Danbury, First Congregational Church. Bicentennial celebration, 256^{6}

The word "Danbury" is repeated in the last entry, because Danbury alone, which the dash would represent, is not the complete form for the author.

When for convenience or clearness explanatory matter is to be added, curves may be introduced; for example (for authors in a list of biographies)

Alcott, L. M. 43^{6} (Bolton); 53^{8} (Cheney)
——— Life, letters and journals, 53^{7}

Where such an arbitrary scheme is employed, however, an explanation should preface the index, such as: "In biography entries, authors' names are given in curves."

Title entry is most common in indexes to periodicals and classed book lists. Neither differentiation of type nor use of quotes is necessary, owing to absence or infrequency of subject entries, or uniform practice of indenting titles under subject headings, as in *Annual Literary Index* and *Poole's Index to Periodical Literature*. When author's name is to be added, the following forms are in common use:

Conduct of life. (Emerson), 56^{2}
Conduct of life. R. W. Emerson, 56^{2}
Conduct of life. Emerson, 56^{2}
Conduct of life. Emerson, R.W.....56^{2}

Use of leaders in the last example is unnecessary and confusing to the eye, and is being very generally discarded; nor should the author's name be inverted except in certain elaborate catalogs and bibliographies where it is desirable to alphabet surnames under heading [see page 17.]

In general, with the exceptions indicated in the following rules, index under first word, entering title in the natural order, but omit all unnecessary words; for example,

David Grieve *for* History of David Grieve
Lafayette *for* Life of Lafayette
but Life of George Washington studied anew
also Washington, George, life studied anew
Geography and history of Shantung
for General outlines of the geography and history of the Province of Shangtung; a sketch of its missions and notes of a journey to the tomb of Confucius

In indexing book lists, shorten lengthy titles of old books, by rewording if necessary, being careful to choose the important part of title and to express it correctly; for example,

Opinion on establishing courts of justice in New York colony
for Mr Smith's opinion humbly offered to the general assembly of the colony of New York on the 7th of June 1734 at their request, occasioned by sundry petitions of the city of New York, Westchester county and Queens county praying an establishment of courts of justice within the said colony by act of the Legislature.

In applying the above rules, note that they refer strictly to title entry and to entry of title under author. Strict title entries may be superfluous even in title book lists when the subject side is emphasized by inverting title to enter under the subject word.

In indexing under title, that is, title entry, transpose an article or introductory expression which has been retained for the sake of clearness; for example,

New England boyhood, A
Lady or the tiger, The
Sixth sense, The
Spanish literature, History of
Electric lighting, Guide to
Paris, Studies of

Omit alternative titles unless more significant than the first title; for example,

Italian child-life
for Italian child-life; or, Marietta's good times
Hans Brinker
for Hans Brinker; or, The silver skates

Index biographic titles under person treated of, a second entry under title being made only when it is striking enough to be looked for; for example,

Nelson, Horatio, Lord
for Life of Horatio, Lord Nelson
Franklin, Benjamin, True story of
and True story of Benjamin Franklin
Garfield, James A.
and From the log cabin to the White House

RULES FOR ALPHABETING

Carry out the alphabetic principle strictly, in arranging headings, not disregarding it after the 3d, 4th, 13th or 14th letter. "Put Constantinople before Constantinopolitanus on principle." This seems obvious, but the indexer is sometimes tempted to violate the rule in case of plurals for the sake of bringing related headings together; for example "Car" may be separated from "Cars" by "Carribean sea," "Carrara," "Carriages," "Carriers" etc. Plurals ending in "ies" may be widely removed from their singulars ending in "y." In a large majority of cases all entries may be combined under a single form. If, however, this proves impracticable or too awkward, let each take its proper alphabetic place and connect them by cross references each way.

1 **General principles.** *a* "Nothing precedes something," or, to state the same idea inversely, "Something follows nothing." This obvious truism is often overlooked, though it is sufficient to settle many questions puzzling at first glance. Specific applications are stated as rules 7 and 9. Exception is made in rules 4 and 8, which relate to names and words variously printed. In applying it, consider the space between words as nothing and follow the principle thus:

Alphabet an entry by its first word, letter by letter as in a dictionary; if the word is the same in two or more entries, alphabet by the next word, and so on. Entries should first be arranged word by word and not alphabeted letter by letter throughout; for example,

Art and culture	*not* Art and culture
Art journal	Artesian wells
Art thoughts	Articles of religion
Artesian wells	Art journal
Articles of religion	Arts of design
Arts of design	Arts of the Athenians
Arts of the Athenians	Art thoughts

b Entries are alphabeted by the headings, whether these are complete in one word or made up of several words, modifications under heading being disregarded; for example,

Esopus, land patent, 99; powers of sheriff, 147; writs sent to, 148
Esopus Indians, 113

Note that the principle applies even when there is no punctuation to separate heading from modification; for example,

Elm on Boston common
Elm beetle

Here " on Boston common " is a modification of the subject " Elm," but because there is only one modification and the entry is in the natural order, no punctuation is required.

2 **Identical first words.** Persons precede places and places precede titles when first word is identical; for example,

Eliot, C. W.
Eliot, L. A.
Eliot (Me.)
Eliot historical society
Eliot miscellany

3 **Identical forenames and surnames.** Put forenames of rulers, princes, popes, saints and ancients before same names as surnames; for example,

George III
George, Henry

4 **Surnames with prefixes.** Treat proper names beginning with particles as single words; for example,

Demetral, Louis
De Meyer, Nicholas
De Mill, Peter
De Milt, Obadiah
Demler, George
Demon, M.
Demorest, Alfred
De Morest, John
De Mott, Mathias
Demure, Christian

Alphabet abbreviated prefixes M' and Mc, S., St, Ste, as if written in full Mac, Sanctus, Saint, Sainte; for example,

Mabuse, Jan
McCormick, C. H.
MacDonald, George
St Pierre, J.H.B.de
Saint-Simon, comte de
St Vincent, earl
Salt, Sir Titus

This rule does not apply to L' and O' since the prefixes of which they are contractions are not pronounced; for example,

Lasher, John
L'Asseur, Gabriel
Latham, Beverly

5 **Surnames identical.** Put surname used alone before the same surname with only a title or with forename, and a surname with only a title before the same surname with initials or forename. Alphabet together initials and forenames, an initial always preceding a name beginning with the same letter; for example,

Adams, ———	Adams, C.W.
Adams, Captain	Adams, J.L.
Adams, Major	Adams, James
Adams, A.J.	Adams, M.A.

6 **Whole names identical.** When names of different persons are identical, alphabet by distinguishing title, place of residence, occupation or dates, to be supplied if not given in text; for example,

Clark, Capt. Samuel
Clark, Rev. Samuel
Hill, James, of Glasgow
Hill, James, of London

7 **Compound names, personal and place.** Consider the compound parts, with or without a hyphen, as separate words, and alphabet accordingly; for example,

Dubois, T.K.	New Amsterdam
Du Bois-Ayme	New Lots
Dubois county	New Windsor
Dubois de la Cour, *pseud.*	New York
Dubois-Fontanelle, J.G.	Newburgh
Dubois-Melly, Charles	Newcastle

8 **Compound words.** The indexer is generally at liberty to decide on a single form for entry of certain words which can not be separated in thought without alteration of sense, but which are in common usage variously printed as one word, as two words, or with hyphen; for example, material found under "waterworks," "water-works," or "water works" may be massed under either form. The present tendency is to prefer the solidified word. Title entries, however, should preserve the exact forms given in the texts indexed, but be alphabeted uniformly as separate words; for example,

Hand book almanac
Handbook for hospitals
Hand book for school trustees
Hand-book for the piano-forte

9 **Umlaut.** Disregard umlauts unless words are otherwise alike when the word without an umlaut precedes that with it; for example, Muller before Müller.

10 **Joint authors.** Place joint author entries after all entries of single author; for example,

Howell, G.R. Settlement of Southold
——— & Tenney, Jonathan. Bicentennial History of Albany

11 **Titles under authors.** Arrange authors by preceding rules and under each author alphabet titles of his works.

12 **Elisions in titles.** Alphabet elisions as they are printed; for example,

What men live by
What the wind did
What's mine's mine (that is, alphabet as "Whats mines" not as "What is mine is")

13 **Possessives.** Disgregard apostrophe in alphabeting possessives; for example,

Boys' and girls' book
Boy's King Arthur
Boys of '76

For questions of alphabetic arrangement of modifications under heading, see pages 31–34; for arrangement of subheads and references, see pages 33–34.

EXAMPLES OF INDEXES

The student of indexing will find it profitable to examine well-made indexes of various types. Those instanced below as representing good work as well as the examples chosen to illustrate various kinds of type, groupings, punctuation and devices in general use, are often inconsistent with each other and differ in details of treatment from the forms and principles recommended in the preceding pages, which are in accord with the rules and general practice of the New York State Library. The first group represents rather full indexes of good type:

Fiske, John. American Revolution. Houghton
Bryce, James. American Commonwealth. Macmillan
Earle, A.M. Child Life in Colonial Days. Macmillan
Geikie, *Sir* Archibald. Textbook of Geology. Macmillan
Lee, Sidney. Life of Shakespeare. Macmillan
Merriam, F.A. Birds of Village and Field. Houghton
Emerson's Works. See Natural History of Intellect, v. 12 of Riverside ed. Houghton
Holmes, O. W. Autocrat of the Breakfast Table. Houghton

Example of less close analysis, adequate for the type of book:

Nordhoff, Charles. Politics for Young Americans. Am. Bk Co.

Examples of humorous indexes:

Lowell, J.R. The Biglow Papers. Houghton
Dodgson. Sylvie and Bruno. Macmillan

Example of the indexing of voluminous and diverse material, requiring complicated forms of reference:

Index to Publications of the New York State Natural History Survey and New York State Museum, 1837–1902, compiled by Miss Mary Ellis. New York State Museum, Bulletin 66

For elaborate indexing of historical sources in which great variety of form is found:

Early Records of the City and County of Albany and Colony of Rensselaerswyck, v. 3, ed. by A. J. F. van Laer. New York State Library, History Bulletin 10
Index to Calendar of Council Minutes, 1668–1783. New York State Library, History Bulletin 6

A far more voluminous and complicated example is the two-volume index to the 71 volumes of the *Jesuit Relations*, Burrows Bros. This work illustrates the application of an elaborate scheme of classification in an alphabetic index.

Among subject indexes to files of periodicals may be cited:

Index to Engineering News, 1890–99, compiled by M.E.Miller. Engineering News Co.

Analytical Index to the Educational Review, vol. 1–25, compiled by C.A.Nelson. Educational Review Pub. Co.

The last work differs from the ordinary subject index in giving analyses of subject matter under titles of articles indexed.

EXAMPLES OF TYPE AND STYLE

In estimating the following styles of printing, consider clearness, compactness, simplicity. A style which wastes space or employs varieties of type expensive in combination is justified only by decided gain in ready reference. The judicious use of black face or other peculiar types is helpful in many cases, but too freely employed they may produce a confused impression.

From R. K. Shaw's *Bibliography of Domestic Economy*. N. Y. State Lib. Bibliography Bul. 22

The superior figures tell the exact place on the page in ninths, e. g. 41³ means page 41, beginning in the third ninth of the page, i. e. about one third of the way down.

Cooperative housekeeping, 64²
Copeland. Cuisine, 69⁸
Copley. Cottage comforts, 44⁸
——— Cottage cookery, 69⁸
——— Domestic economy, 54⁶
——— Housekeeper's guide, 69⁹
——— Servant, 136⁴
Cordon bleu, *pseud.* Economical French cookery, 93²
——— & Bacchus, *pseud.* Hotel, bar, restaurant, butler, 61⁷
Cornelius. Cook-book, 70¹
Cornish & Floyer. Simple cookery, 73²
Corson. Cooking manual, 70²
——— Family living on $500, 41²
Crowfield, Christopher, *pseud.*, *see* Stowe
Cruger. How she did it, 41³
Cudlip. Modern housewife, 45¹
La cuisine créole, 90¹
Cupples, *Mrs* George. Housework, 45²
Curious old cookery receipts, 99²
Curtiss. Berkshire News comic cook book, 88³
Cust. Invalid's own book, 114⁶
Cyclopedias, 56¹–58¹, 97⁵
Daisy basket, 103⁴
Dalgairns. Practice of cookery, 92⁶
Daniell. Dedham receipts, 70⁷

From *Colonial Records General Entries*, *v.* 1. N. Y. State Lib. History Bul. 2

Tilton, Peter, marriage license, 167⁷–68¹
Tobacco, duty on, 123², 167³; smuggling of, 169¹
Tonneman, Pieter, mentioned, 140⁶
Topping, Thomas, deputy to Hempstead, 156²; member of committee to examine bounds of towns on Long Island, 156⁹
Treaty with Indians at Albany, 110⁵–12³
Van Aken, (Van Akes), Jan Coster, delegates from Albany to confer with council at New York, 112⁵
Van Bergh, John, pass for, 64³
Van Bohemen, Pieter Bruynsen, mentioned, 140⁵
Van Brugh (Van Brough, Van Bruges, Brugges), Johannes, oath of office, 146⁹; information given by as to ship *Crost Heart*, 158⁵; appointed alderman, 173⁶

The note explaining the superior figures is of course given with both of the indexes quoted above.

From *Index of Legislation 1908.* N. Y. State Lib. Legislation 38

Assessment of taxes, *see* Taxation
Assessments, special benefit, 800c
  sewerage, 2661a
  streets, 2707a
Assessors, *see* Tax assessors
Assignments, 449
Asylums, 2165
  blind, 2191
  deaf and dumb, 2184
  epileptics, 2213
  orphans, 2177b
Attachment, 741
Attorney general, 50
  actions against combinations, 589b
  powers and duties,
    control, board of, member, 335e
    district attorneys, 203a
    fire districts, 2605a
    grade crossings, 1319a
    railways, 1212a
      discriminations, 1205a
    trials, report of, 216a
  salary, 38(8a
Attorneys, 591

From John Bartlett's *Familiar Quotations.* Little

Nightingale's high note, 551.
  song in the grove, 428.
Nightly pitch my moving tent, 497.
  to the listening earth, 300.
Nil tam difficilest, 203.
Nile, allegory on the banks of the, 440.
  dam up the waters of the, 596.
  dogs drinking from the, 715, 719.
  outvenoms all the worms of, 160.
  show me the fountain of the, 602.
  where is my serpent of old, 157.
Nobly born must nobly meet his fate, 698.
  die for their country, 102.
  planned, perfect woman, 475.
Nobody at home, there's, 336.
  I care for, 427.
Nobody's business, 207.
Nod, affects to, 271
  an esteemed person's, 728.
  ready with every, to tumble, 97.
  shakes his curls and gives the, 337.

From Harbottle & Dalbiac's *Dictionary of Quotations: French and Italian.* Sonnenschein

SERVITUDE and poverty, 327.
SEVEN, Mark—times and cut once, 417.
SHADE, The—not the colour, 163.
SHADOW is worse than death, 100.
SHAME, The crime brings—125.
SHARPER than another. 171.
SHEATH, To perish by the—193.
SHEEP, 14.
  " Better give the wool than the—294.
  " Five legs to the—259.
  " Let us come back to our—200.
  " The—that stops to bleat, 176.
  " Who becomes a—the wolf eats, 269.
SHEPHERD, 224, 408.
SORROW, 104, 144.
  " after joy—8.
  " is good for nought, 108.
  " is where we live, 112.
  " To know—157.
SORROWS, conceal your—210.
  " pass like foam, 195.
  " The artificers of our own —371.
SOUL, A secret drawer in the—56.
  " A—in dead things, 431.
  " Crime withers the—56.
  " The noble—dissatisfied, 227.
  " The recesses of the—154.
  " The—of Pedro Garcias, 55.
  " The —'s health, 109.
  " To confide one's whole—171.

Note that the simpler form of *Bartlett* is quite as clear as the second more elaborate style.

From Fiske's *Dutch and Quaker Colonies in America.* Houghton

Hughson's Tavern, ii. 290.
Hugonet, the execution of, i. 27.
Huguenots, their migration from France, i. 24; why they did not come to New France, 130, 230; causes of their failure in France, ii. 337, 338; their migration to New Netherland, 340; persecuted by Louis XIV., 341, 342; their exodus from France, 342, 343; in Boston, 344; in New York, 345; names, 344, 345.
Hull, Edward, i. 265.
Hunter, Robert, ii. 242–245.
Hutchings, an alderman, ii. 237, 238.
Hutchinson, Anne, i. 182; murdered by Indians, 186; her captive granddaughter, 196, 275; ii. 102.
Hutchinson, Thomas, ii. 197.
Huyghens, Christian, i. 17.
Hyde, Edward, see Cornbury, Viscount.
Pennsylvania, religious liberty in, ii. 99; boundaries of, 148–150; origin of the name, 150; its charter contrasted with that of Maryland, 151, 152; why it was not molested by Indians in the early times, 164–166; rapid growth of, 166, 328; becomes a royal province, 217; restored to Penn, 305; revised charter of, 309, 310; significance of its rapid growth, 328, 329; a centre of distribution for the non-English population, 330.
Penobscot River, i. 66, 75–79.
Pepys, Samuel, ii. 12.
Pequots, i. 136, 148, 153, 155.
Perry, Oliver, ii. 210.
Persecution, causes of, ii. 100–104; harmfulness of, 105, 106.
Philadelphia, founding of, ii. 156, 157; its literary eminence, 320–323.
Philip, chief of the Wampanoags, ii. 58, 59.

From E. B. Andrew's *History of the Last Quarter Century in the United States,* Scribner

Kellogg, W. P., nominated for Governor in Louisiana, I., 80; his prospects clouded for a time, 83; elected Governor without the returns, 84; declared *de facto* Governor, 85; his abdication demanded, 155; recognized by the Administration, 157; his explanation of the uprising, 159; orders members of Legislature forcibly removed, 162; signs certificate of Hayes electors, 219.
Kelly, "General," in the "Commonwealer" movement, II., 328.
Kelly, John, II., 88.
"Kelly the Bum," I., 296.
Missouri, State of, reënfranchisement of Southerners a burning question in, I., 31; the James gang in, 381; in, I., 31; the James gang in, II., 147.
Missouri, The, carries supplies to Russian famine sufferers, II., 222 *et seq.*
Missouris, The, "Messiah craze" among, II., 201; severalty land holdings by, 349.
Mizner, Mr., unjust punishment of, in Barundia affair, II., 186.
Modocs, The, outbreak of, I., 175 *et seq.*; massacre the Peace Commissioners, 179 et seq.; leaders of, captured and hung, 181.

From Horace Porter's *Campaigning with Grant.* Century

Port Royal, Va., change of Grant's base of supplies to, 125; the base transferred to White House from, 155
Potomac, the river, military movements on, 236, 270
Powell, Lewis, See Payne, Lewis
Press, evil effects in the north of a divided, 40, 41, 180; experiences of reporters in Grant's camps, 47; Meade's irritation at, 190, 191; disciplining a member of the, 191
"Price," the gun boat, Fred Grant's experiences on, 363
Profanity, Grant's abhorrence of, 164, 251; a mule-driver's reliance, 251; an occasion for, 427
Puppyism, and dogmatism, 16
Quarles's Ford, Va., military movements at 145
Quarles's Mills, Va., Grant's headquarters at, 145
Quinine, its value, 151
Railroads, methods of destruction of, 146
Rain, disheartening effect on an army, 121
Raleigh, N. C., Grant goes to, 504
Ramseur, Maj.-gen. Stephen D., mortally wounded and taken prisoner at Cedar Creek, 307
Ramson, Brig.-gen. Matthew W., in battle of Five Forks, 437
Rapidan, the river, the crossing of, 37, 39, 41 et seq.; the country of, 39–41, 44; temporary headquarters on, 43–48

From E. H. Byington's *The Puritan in England and New England.* Roberts (Little)

CHURCHES, INDEPENDENT, 94; model of Scrooby, 158; Plymouth Church, 158; Salem, 159; officers of, 160, 287.
COFFEE not used, 139.
COFFIN, REV. EBENEZER, of Brunswick, note on his life, 375; his religious views, 384.
COMMITTEE OF RELIGION, 74.
COMMON SCHOOLS, reasons for, 248; Governor of Virginia dislikes, 248; schools in Dutch Republic, 248; in Plymouth, 249; Boston, general law, 250; schools in New Haven, 250; Hartford; influence of, 250.

From J. D. Champlain jr's *Young Folk's History of the War for the Union.* Holt

Anderson, Robert, in Sumter in 1861. 39, 42, 55, 62
in Kentucky 118
in Sumter in 1865. 502
Andersonville 488
Anecdotes. See Stories.
Annapolis 66
Antietam, Battle of.....284, 287
Anti-Federalists 6
Anti-Nebraska Men 25
Anti-Slavery Society 18
Appomattox Court-House. 535, 539
Arkansas, Secession of..... 73
Ball's Bluff, Battle of..... 131
Banks, N. P., and the Anvil Chorus 420
at Cedar Mountain 272
at Mansfield 422
at New Orleans 228
at Port Hudson 342
in the Shenandoah Valley 244
Succeeded by Canby..... 425
at Winchester 253
Banner of Secession..... 36
Barnard, Gen., at Yorktown.... 246

From Charles Hemstreet's *Nooks and Corners of Old New York.* Scribner

Brouwer Street..... 15
Bryant Park.....114, 197, 198, 199
Bull's Head Tavern..49, 190
Bull's Head Village 190, 191
Bunker Hill..... 144
Burdell Murder, The 149, 150
Burr, Aaron, home of.18, 104
Office of..... 40
Last Friend of... 67
Burton's Theatre..... 39
Café des Mille Colonnes 39, 86
Canal Street..41, 42, 94, 95
Chatham Square....45, 46
Chatham Street..... 47
Chelsea Cottages..... 129
Chelsea Village.....126, 127, 128, 129
Cherry Hill.....51, 52
Cherry Street..... 51
Church, All Saints'..... 136
" Allen Street Memorial..... 142
" Bedford Street Memorial..... 106
" Bowery Village... 162
" Brick Presbyterian 31, 196

From N. S. Shaler's *Nature and Man in America.* Scribner

Alps, condition of life in 25
American continents, contributions of domesticated animals and plants from 175
population, changes in 264
evidence from Civil War 268, 273
longevity, etc. 266
physical condition 271
Appalachian Mountains, effect on Civil War 210
Colonies 195
distribution of slavery 209
protection they afforded against Indians 205
Aryans, origin of 163
Atlantic coast shelf 77

This would be more readily understood if printed with a less wasteful and elaborate system of indentation and with the page citations immediately following the modifications. See statement on use of leaders, page 55.

From *Index to Jesuit Relations* ed. by R. G. Thwaites. Burrows Bros.

Cards, used as money, **69,** 233. *See also* Canada: card money; *and* Money.

Carette, Louis (François), Jesuit, **71,** 129; arrives in Louisiana (1750), 178, **72,** 19; abandons Arkansas mission, **70,** 241, 243; at San Domingo, 267; sketch, 89, **71,** 126–127, 178.

Carey, Matthew: *General Atlas,* **71,** 362.

Carhagouha (Carantouan), Indian site: location, **34,** 254; Récollets at, **4,** 259, 262, 265. *See also* Arontaen, *and* Carantouan.

Carheil (Careil, Carrheil), Etienne de, Jesuit, **51,** 145, 149, **52,** 181–183, 193, **56,** 49–55, **57,** 308, **61,** 181, 231, **62,** 105, **71,** 29; arrives in Canada (1666), **50,** 195, 325; gives feast, 197; takes name of Aonde'chete, 197; goes to Iroquois mission (1668), 325; Iroquois gives feast to, **52,** 175; drunkard attacks, **62,** 225–227; abandons Iroquois missions (1683), **50,** 325; at Quebec college (1683), 325; goes to Mackinac (1686), 325; Cadillac opposes, 325, **65,** 247–249; fur traders oppose, **50,** 325; returns to Quebec (1703), 326; ministers to French (1703–18), 326; death (1726), 326; biography, 325–326, **71,** 150, 240.

From A. M. Earle's *Child Life in Colonial Days.* Macmillan

Abcie. See Absey-book.
Abiel, the name, 15.
Abigail, the name, 16.
Absey-book, 127, 229.
Accidence, Young Lady's, 96, 135; *Cheever's,* 134.
Acorn cups, playthings of, 386.
Adams, Abigail, quoted, 93–94; patriotism of, 171.
Adams, John Quincy, birth of, 40; letters of, 147, 169–170; patriotic education of, 170 *et seq.*
Appleseed rhyme, 381.
Appleton, Samuel, as teacher, 98.
Arithmetic, manuscript, 79, 138, 139; study of, 138; verses in, 141, 142; printed, 140 *et seq.*; rules on birch bark, 79.
Arsemetrick, 140.
Arte of Vulgar Arithmetike, 142.
Ascham, Roger, 91; habits of, 352.
Ashes, saved by school children, 77.
Astrology, 5–6.
Augrime, 140.

From Sidney Lee's *Life of William Shakespeare.* Macmillan

LAWRENCE

Lawrence, Henry, his seal beneath Shakespeare's autograph, 267
Lear, King: date of composition, 241; produced at Whitehall, 241; Butter's imperfect editions, 241; mainly founded on Holinshed's 'Chronicle,' 241, and Sidney's 'Arcadia,' 241; the character of the King, 241. *For* editions *see* Section xix. (Bibliography) 301–25
Legal terminology in plays and poems of the Shakespearean period, 32 *n* 2, and Appendix IX.; cf. 107
Legge, Dr. Thomas, a Latin piece on Richard III by, 63
Leicester, Earl of, entertains Queen Elizabeth at Kenilworth, 17, 162; in the Low Countries, 30; his company of players, 33, 35

MACBETH

Luddington, 20
Lydgate, 'Troy Book' of, 227
Lyly, John, 61; influence on Shakespeare's comedies, 61, 62; his addresses to Cupid, 97 *n;* and *Midsummer Night's Dream*, 162
Lyrics in Shakespeare's plays, 207, 250, 255 and *n* 2.

'M., I.,' 306. *See also* 'S., I. M.'
Macbeth: the references to the climate of Inverness, 41 (and quotation in *n* 3), 42; date of composition, 239; the story drawn from Holinshed, 239; not printed until 1623, 239; the shortest of the poet's plays, 239; points of difference from other plays of the same class, 240; Middleton's plagiarisms of, 240. *For* editions *see* Section xix. (Bibliography), 301–25.

Note that in this index the first and last headings on each page are given at heads of columns, to aid in rapid scanning.

From R. W. Emerson's *Collected Works.* General Index. Houghton

NOTE. Titles of essays and poems are in small CAPITALS.

Bradshaw, John, iii, 107; x. 411.
Brag, v. 143–146; x. 170.
BRAHMA, ix. 170 *f.*
Brains, differences of, x. 47; male and female, iv. 105.
Bramante, xii. 133, 139.
Brandy, revenue from, vii. 34.
Brant, Joseph, ii. 155.
Brasidas, ii. 234; vii. 79.
Bravery, xi. 200. *See, also,* Courage.
Bread, not the aim, i. 276; ii. 211; xi. 331; heavenly, v. 243; viii. 64; history of, iii. 60; transubstantiation of, vi. 123; xiii. 38.
Gravity, centre of, ii. 216; vii. 31, 282; x. 189.
Gray, Thomas, quoted, viii. 58, 272.
GREAT MEN, USES OF, iv. 7–38.
——helped by adversity, ii. 113; vi. 222; viii. 219; of great affinities, iv. 43; age mischooses, ii. 204; iv. 193; no boasters, vi. 11; indifferent to circumstances, vii. 115; composite, iv. 96; not convulsible, ii. 299; mutual deference, x. 67; clear our minds of egotism, iv. 29; enrich us, viii. 215; equality in all ages, ii. 84.

Note that the modifications are alphabeted under heading by the significant word not necessarily by the word standing first. See also page 31.

From Geikie's *Textbook of Geology.* Macmillan

An asterisk attached to a number denotes that a figure of a subject will be found on the page indicated. Genera and species of fossils are printed in italics. A single reference only is given to each main division of the Geological Record in which a genus is mentioned.

"Aa" form of lava-streams, 217
Aachenian, 950
Aar glacier, erosion by, 432
—— former size of, 1048
Abies, 991
Absorption-spectrum, 11, 12
"Abtheilung" in stratigraphy, 678
Abysmal deposits, 457, 648, 650
Abyssinia, volcanic plateau of, 258
Acacia, 995
Acanthoceras, 927*
Acanthocladia, 844
Acanthodes, 795*, 796, 830, 845
Acanthopholis, 931
Acanthospongia, 748
Acer, 922, 988, 995
Aceratherium, 1018
Acerocare, 731
Acervularia, 742, 757*, 780
Achatina, 986
Acheulian deposits, 1057
Achyrodon, 894
Acicularia, 976
Acid, uses of, in rock determination, 87
—— acetic, 87
—— apocrenic, 471
—— citric, 87; use of, in field-work, 81
—— crenic, 471
—— humic, 471
—— hydrochloric, 81
—— hydrofluoric, 87
—— hydrofluosilicic, 88
—— nitric, 88
—— organic, action of, 146, 343, 458, 471
—— ulmic, 471
Acid series of massive works, 156; gradation of, into basic, 105, 225, 262, 269, 564, 576
Acidaspis, 741*, 743, 781

From Maria Parloa's *Home Economics.* Century

Bedrooms, best kind of light for, 41
best floor for, 41
how to furnish, 41
method of ventilating in cold weather, 56
Beds, desirability of single, 41
how to make, 44
how they can be made absolutely comfortable, 42
importance of well-made, 44
kind of mattresses for, 42
kind and size of coverings, 43
length of, 43
length of sheets, 43
Bed-springs, 45
Beef, See *Marketing*
Beets, 257
Benzene, 293
Care, of cellar, 90
of dining-room, 90
of dishes, 163
of fats, 232
of floors in kitchen and pantry, 80
of furnace fires, 136
of kitchen and pantries, 79
of kitchen utensils, 82
of lamps, 127
of lighting appliances, 126
of natural-wood finishes, 73
of outside doors, 73
of plumbing, 93
of range, 140
of refrigerator, 88
of the tea-kettle, 87
of window sashes, 74
Carpet-cleaning, 64

Observe that under "Care" only the first "of" was necessary.

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Baker, *Mrs* **Catherine.** Making an Index. (*see* Public Libraries, Mar. 1905, 10:132–35)

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Nichols, J. B. Indexing; manual for librarians, authors and publishers. 14p.O. N.Y. 1892. Publishers' Weekly o.p.

First published in *Library Journal*, Oct. 1892, 17:406.

Perkins, F: B. Book Indexes. (*see* U. S.— Education, Bureau of. Public Libraries in the U. S. . . . their History, Condition and Management. Special Report. 1876. pt 1, p. 727–32)

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Thring, *Sir* **Henry.** Instructions for an Index to the Statute Law. (*see* Law Magazine, Aug. 1877, ser. 4, 2: 491)

Wheatley, H: B. What is an Index? 132p.O. Lond. 1879. Index Society. o. p.

Contains rules of Index Society and much useful and entertaining matter.

How to Make an Index. (Booklovers' Lib.) Armstrong $1.25

Embodies most of the matter in his *What is an Index?* with additions.

Library Journal: monthly . . . journal of the American Library Association Sep. 1876–date. v.1–date, 1–5 sq.Q; v.6–date, sq.O. N.Y. 1877–date. Publishers' Weekly $5.

Contains much matter of value on indexing and indexes. The following articles are of special interest:

Improvement of Poole's Index; by W. S. Biscoe, Ap. 1877, 1:279–81
Indexes to Periodicals, June 1877, 1:359–63
Plan of the New Poole's Index; a Library Symposium, June 1878, 3:141–51
The Index Symposium and its Morals; by W. F. Poole, July 1878, 3:178–85
Some Points in Indexing, by W: I: Fletcher, July–Aug. 1879, 4:243–47
Notes on Geographical Indexing, Oct. 1894, 19:330–31
" Acid to Casks ": a few remarks on indexing; by W. S. Burns, Sep. 1903, 28:664–65
Some Rules to be observed in Making Indexes, Sep. 1903, 28:665
What I Expect of an Index; by A. A. Brooks, Feb. 1910, 35:51–55
Indexing and other unorganized forms of library work, by Julia Elliott, May 1910, 35:198–201
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In re cataloging and indexing — a protest, by Rossiter Johnson, Mar. 1915, 40:175–76
Handling technical literature, Sep. 1915, 40:653
An index to current business literature, by W. Dawson Johnston, Apr. 1917, 42:275

INDEX

A. L. A. Catalog rules, 7
Abbreviations, use of, 39
Accuracy, importance, 42. *See also* Verification
Added entry, *see* Double entry
Adjective, as heading, 12; separated from noun, 13, 45
Allusions and unimportant statements, 18
Alphabet, relative space for letters, 24–25
Alphabetic marginal tags, 24
Alphabetic order of modifications, 31; advantages, 33
Alphabetic vs classified indexes, 7–8; to periodicals, 42–43
Alphabeting, of slips, 25, 30; on final proof, 42;
rules for: 56–59; compound names, 58; compound words, 58; elisions in titles, 59; by heading primarily, 57; identical first words, 57; forenames identical with surnames, 57; surnames identical, 58; whole names identical, 58; joint authors, 59; possessives, 59; by significant word, 31; surnames with prefixes, 57; titles under authors, 59; umlaut, 58; word by word, 56. *See also* Arrangement
Alternative titles, omit, 55
Analysis under heading, 19–20
Anonymous writings, 50
Apostrophe, disregard in alphabeting, 59
Arrangement, of cross references, 34; of modifications: 31–34; alphabetic order, 31, 33; order of entry, 31–32, 33, combination of alphabetic and order of entry, 32; logical order, 32; relative advantages of different methods, 33. *See also* Alphabeting
Art galleries, entry under, 51
Article, never index under, 11; omission from title, 52; transposition, 55
Author, as indexer, 6; of quoted statements, 13
Author and title, rules for, 53–56
Author entry, in periodical indexes, 44, 45; for poetry, 47, 48. *See also* Alphabeting; Biography; Headings; Names
Authors, joint, 49; dash for repeated names, 54; alphabeting, 59

Bays, names, 50
Bibliography, 69
Biography, anonymous, 50; arrangement of modifications, 31, 32; biographee's works, 53; curves for authors' names, 54; entry under subject as well as author, 51; titles, 56
Blank book index, 24
Blanket entry, 19, 20
Body as author, 51, 54
Book lists, 53–56
Book reviews, indexing, 46–47

Cancellations in editing, 36
Capes, names, 50
Card index, use of term, 7
Cards, *see* Slips
Catalog rules, codes of, 6–7; not always applicable to indexes, 48
Chronologic arrangement under biographic and historical headings, 31, 32; advantages, 33
Churches, entry of, 51
City, entry under, 51
Clarke, A. L., on choice of headings, 11
Class and specific headings, choice between, 12; cross references between, 21, 36
Classed lists of books, indexing, 53–56

Classified indexes, 7–8; to periodicals, 42–43
Cockatoo story, absurd entries, 14
Committees, 52
Common terms, give preference to, 11
Compound names, 49; alphabeting, 58
Compound words, alphabeting, 58
Conciseness, 17, 27
Consistency, importance, 6, 27; not chief aim, 27, 33
Convention, entry under, 51, 52
Copying rules, 38–40
Country, entry under, 51. *See also* Place names
Criticism, author's works in, 53
Cross references, 20–22; between allied headings, 21, 35, 36; arrangement, 34; from changed name, 49; between class and specific headings, 21; for compound names, 49; copying rules, 38, 40; definition, 9; vs double entry, 20, 22; editing important, 21–22; changes in editing, 35; in entry a line index, 37, 40; examples, 9, 15, 20–21; to forename, 50; general, 36; government departments, 51; to heading only, 22; on marked proof, 26, 27; misleading, 21–22; from different forms of names, 21, 48; from names with preposition, 49; for noblemen, 50; between officer and department, 51; in paragraphed index, 37, 38; from name of place, 51, 52; from possible to chosen heading, 20; principles, 21–22; from pseudonyms, 21, 49; connecting subject and subdivisions, 21; from synonymous headings, 14–15, 20, 27, 34–35, 36; type, 38; verifying on final proof, 42
Curves for explanatory matter, 52, 54; for authors' names, 54
Cutter, C. A., Rules for a Dictionary Catalog, 7, 48
Cyclopedias, misleading cross references, 21
Dash, for repetition of heading, 54; for joint authors, 54; examples of use, 62, 68
Dates, form of citation, 24; in italics, 39
Definition, of index, 7; of terms, 8–9
Descriptive phrase often poor alphabetic key, 11
Dewey, Melvil, Library School Rules, 7
Double entry or cross reference, 20, 22

Ecclesiastical dignitaries, 50
Editing, 34–36; cooperative work, 34–35; cross references, 22; pasted copy, 41; points to be corrected in, 35; final preparation for printer, 40–42
Elisions in titles, 59
Emerson, R. W., illustration from, 11
Entries, number to subject, 13–14
Entry, term defined, 8; should not be digest, 17, 18. *See also* Headings; Modifications
Entry a line index, rules for copying, 38, 39; arrangement of cross references, 34–36; definition and example, 37; headings identical in form, 40; modifications in, 20; combined with paragraphed index, 38
Examples of indexes, 60
Explanatory matter, curves for, 52, 54. *See also* Notes, explanatory
Expositions, 52

Figures, inclusive, rules for copying, 39
Fletcher, W. I., definition of index, 7; on choice of headings, 10
Foreign names, 50
Forename, as index word, 50; separated from surname, 13
Forts, names, 50
Fulness of index, 6, 9–10, 14. *See also* Headings; Modifications

Geographic books, indexing, 12
Geographic names, 50

Government publications, 51
Gulfs, names, 50

Hanging indention, 36
Hanging, term defined, 8
Heading, secondary, *see* Subheads
Headings, adjectives as, 12; allied, cross reference between, 21, 35, 36; allied, comparison in editing, 35; cross reference vs scattered material, 14, 15, 34; decide on and follow uniformly, 27; rules for form of, 48–53; homonyms, 40; inversion of, 13, 51; inversions under, 17; linked subjects, 13; modification identical with, 20; number to subject, 13–14; punctuation, 13; synonymous, cross references from, 14–15, 20, 27, 35, 36; vague subjects require more entries, 14; choice of: 10–15; avoid unimportant words, 11; brevity, 13, 27; prefer common terms, 11; too comprehensive, 15; ill chosen, 6, 11, 14, 45; rarely choose main subject of book, 12; choose obvious word, 10–11; keep perspective in mind, 12, 14, 28; choose significant word in phrase, 13; specific vs class, 12, 21, 36; repetition: in modification, 19; for words identical in spelling, 40; for persons of same surname, 40; if entries overrun column, 42
See also Alphabeting; Author entry; Editing; Names
Historical headings, arrangement of modifications under, 31
Homonyms, 40
Humor in indexer, 19
Hyphened words, alphabeting, 58

Ideas, indexes of, 10, 11
Indention, hanging, 36; in entry a line index, example, 37; in paragraphed index manuscript, 39; in printed paragraphed index, example, 37; directions to printer, 41
Index defined, 7
Index sense, 5
Index Society, rules, 69
Indexer, qualifications, 5, 42; importance of training, 5–6; must first acquire idea of scope, 9; must take searcher's point of view, 10; tact and humor in, 19
Indexes, examples, 16, 60–68; clerical methods of constructing, 24–25; importance of good work, 5; various types of index, 9–10
Institution, entry under, 51
Inversion, in entry a line index, 20; government departments, 51; of heading, 13; under heading, 17; of modifications, 31; of names, 13; of names after titles, 17, 54; to bring subject word first, 13, 44; in title entry, 44, 55
Italics, for dates, 39; for "see" and "see also," 38; for book titles in general index, 53; not used for titles in book lists, 54

Joint authors, 49; alphabeting, 59; dash for repeated name, 54
Judges, opinions of, 51

Key words, *see* Headings

Lakes, names, 50
Language of text often disregarded, 11, 27
Leaders, use of, 55; examples, 65, 66
Letters, space between, 39; tags on blank book margins, 24. *See also* Alphabet
Libraries, entry under, 51–52
Line index, *see* Entry a line index
Literature of indexing, 69

Marker, 23
Marking text, 25–28; advantages, 25–26; methods, 26; sample, 27; end of subject noted, 30
Markland, J. H., on importance of modifications, 15
Married women, name references, 49

Mechanical methods, blank book plan, 24; entries on sheets, 25; separate slips, 25
Modifications, 15–20; allusions and unimportant statements, 17–18; analysis under heading, 19–20; clear but concise, 17, 27; care in condensing, 17, 18–19; need not be digest, 17, 18; in entry a line index, 20; to general, 17, 18; heading identical with, 20; inversion, 17, 20, 31; index entry a pointer, 18; repetition of heading in, 19; for scattered references, 19, 20, 22; must be specific, 18; term defined, 8; need not be used uniformly, 16; value, 15–16. *See also* Arrangement of modifications
Mountains, names, 50

Name index, 10
Names, alphabeting, 57; as book titles, 55; changed, 49; compound, 49; alphabeting compound, 58; curves for, 54; ecclesiastical dignitaries, 50; foreign, 50; forename as index word, 50; full or shortened, 53; geographic, 50; inversion, 13; inversions after title, 17, 54; noblemen, 50; person vs officer, 51; with prefixes, 57; with prepositions, 49–50; real name or pseudonym, 49; same surname for different persons, 40; text form often best, 48, 53. *See also* Author entry; Biography; Cross references
Nichols, J. B., on value of good indexes, 5; statements and illustrations from, 7; definition of index, 7; suggestion on indexes to sets, 8; on indexing methods, 27
Ninths, exact reference by, 22–23
Noblemen, 50
Notes, on slips, 20, 36;
explanatory: abbreviations, 39; examples, 62, 67, 68; superior figures, 22–23
Novels, indexing titles, 55

Official publications, entry of, 51; dash for repetition of heading, 54
Omnibus entry, 19, 20
Orientals, names, 50

Page references, 22–24; beginning of citation, 23; exact references by ninths, 22–23; inclusive or scattering, 22, 29; inclusive for matter overrunning page, 22, 39; marker, 23; citation of volumes, 23–24
Paragraphed index, defined with example, 37; rules for copying, 38, 39; arrangement of cross references, 34; combined with entry a line index, 38
Pasted copy, 40; preparation for printer, 41
Period, omit at end of paragraph, 39
Periodicals, indexing, 42–48; author entry, 44, 45; book reviews, 46–47; classified and alphabetic indexes, 42–44; cooperative work, 34–35; cumulative index, 43; curves for authors' names in title entry, 54; entries for poetry, 46, 47, 48; series of volumes index, 43; series on one subject, 46; striking titles, 45–46; subject entry most important, 45; title entries, 44–45, 54; titles of, treatment, 52; three types of indexes, 43; volume index, 43
Perkins, F. B., cited, 25
Persons, *see* Author entry; Biography; Names
Perspective, consider in determining plan, 12; in determining number of headings, 14; in choosing headings, 28
Petitions, 52
Phrases as headings, 11, 13
Place names, entry under, 50, 51, 51–52; references from, 51–52; alphabeting, 57; alphabeting compound names, 58
Plan of index, must be influenced by use, 6, 10; importance, 6; keep perspective in mind, 12
Plurals, treatment, 56

Poetry, indexing, 46, 47–48; author entry for, 47–48; subject entries rarely necessary, 48
Political parties, entry under, 51
Popes, names, 50
Possessives, alphabeting, 59
Prefixes, surnames with, 57
Prepositions, surnames with, 49–50
Presidents, messages, 51; personal writings, 51
Princes, names, 50
Printer, preparation of copy for, 38–41; directions to, 41
Printing, forms of, 36–38; examples, 62–68
Proof, marking, *see* Text
Proof reading, 42
Pseudonyms, entry under if better known, 49; references from, 21, 49
Punctuation, of headings, 13; of cross references, 38; for paragraphed index, 39; omit periods, 39

Qualifications of indexer, 5, 19, 42
Quoted statements, 13

Readers, indexer must consider, 6, 10
Reading list on indexing, 69
References, *see* Cross references; Page references; Scattered references
Reports, preservation of marked proof for, 26; preservation of slips for, 40
Revision, *see* Editing; Verification
Rules, must vary according to book, 6. *See also* Catalog rules; Reading list on indexing; *also special subjects*

Saints, names, 50
Scattered references, 19, 20, 22
Schools, entry under, 51–52
Scientific books, plan, 12
Scientific terms, use of, 10, 11
Searchers, indexer must consider, 6, 10
"See" and "See also" references, *see* Cross references
Series, citation, 24
Series of articles on one subject, 46
Sets, index should cover, 8
Sheets, numbered, 39
Ships, 52
Significant word, arrangement by, 31
Size, *see* Fulness
Slips, alphabeting, 30; best mechanical device, 25; notes on, 20, 36; pasting, 40; preservation for consolidated indexes, 40; quality, 28; rules and sample entries, 29; size, 28; trays for, 28, 30; verifying, 30
Societies, entry, 51; local, 51–52; national and nonlocal, 51; publications, 52; dash for repeated heading, 54
Sovereigns, names, 50
Specific and class headings, choice between, 12; cross references between, 21, 36; editing, 36
Specific modifications, 18
Striking titles, 45–46, 50, 56
Subheads, arrangement, 34; rules for copying, 39; editing, 36; in entry a line index, example, 37; indicate indention, 28, 41; need foreseen in marking proof, 28; in paragraphed index, examples, 34, 37; term defined, 8–9; use of, 33
Subject, term defined, 8; vague, requires more entries, 14; should not be scattered under several headings, 14, 34–35; new, how to treat, 27. *See also* Headings
Subject and word index combined, 40
Subject entry vs title entry, 44–45
Subjects, index of, 9
Superior figures, 22–23
Surnames, *see* Names
Synonymous headings, cross reference from, 14–15, 20, 27, 34; comparison in editing, 35, 36

Tact in indexer, 19
Technical terms, use of, 10, 11
Terms, definition, 8–9
Text, marking, 25–28; methods, 26–28; indicate end of subject, 30; value for reports or tabular matter, 26; value as work proceeds, 26

Text words, not always best key, 11, 27

Title entry, 44–45, 54; alphabeting, 57, 58; alternative titles, 55; for anonymous writings, 50; biography, 56; elisions in, 59; inversions, 17, 44, 45, 55; first word, 55; omit unnecessary words, 55; shorten lengthy titles, 55; striking titles, 45–46, 50, 56; subject entry more important, 45

Titles, need not be followed, 27; in text as modifications, 53; under authors, arrangement, 59. *See also* Title entry

Titles of honor follow surname, 13

Titles of noblemen, 50

Training, importance, 5–6

Transposition, *see* Inversion

Trays for slips, 28; for alphabeting, 30

Type, for book titles, 53; for dates, 39; directions to printer, 41; for "see" and "see also," 38; for title entry, 54; examples of, 62–68

Umlaut, 58

Uniformity, *see* Consistency

Universities, entry under, 51

Use of index must influence plan, 6, 10

Useless entries, 6, 11, 14, 18

Verification, of slips, 30; printer's copy, 40; proof, 42; cross references, 42

Vessels, 52–53

Volumes, citation of, 23–24; separately indexed, 8

Wheatley, H. B., against classified indexes, 7–8; on importance of modifications, 15–16; on useless entries, 18; cited, 24

Word and phrase index, 10

Word and subject index combined, 40

Writing slips, 28–30

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